

HOW TO USE MENDELEY DESKTOP?

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Metin ESGIN

OPEN ACCESS

Istanbul, 2025

(citehub).¹
Reference Managers & Citation Styles

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Reference Managers & Citation Styles

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ABOUT THE AUTHOR

Born in Istanbul, the author is officially registered in Balikesir, Turkey. He completed his secondary education at Sehit Mehmet Gonenc Super High School, achieving good academic performance. He then earned a bachelor's degree in Information and Document Management from Marmara University, where his undergraduate thesis, titled "Movie Archive Database Program," won third place in a department-wide competition.

Continuing his academic journey, he obtained a master's degree in the same field from Istanbul University, with a thesis titled "Analysis, Comparison, and Possible Developments of Frequently Used Web-Based Bibliographic Management Programs." Currently, he is pursuing a Ph.D. in the same department at Istanbul University. At the same time, he is enrolled in a second undergraduate program in Management Information Systems through the Open Education Faculty at Anadolu University.

With over 13 years of professional experience, the author has held various positions. His roles include work at Istanbul University, the Central Library of Istanbul University-Cerrahpasa, the Faculty of Law Library at Erzincan Binali Yıldırım University, the General Directorate of Boyner Buyuk Magazacilik in the BSSD/Sales/End of Series Unit, and as an Assistant Manager in the Export Department of Avrasya Foreign Trade.

His current work focuses on bibliography management, open course systems, librarianship, and information technologies. He is proficient in various programming languages and software tools, including Java, MySQL, MS-SQL, HTML, CSS, Figma, Premiere Pro, Audition, Photoshop, Canva, Canvas LMS, Google Workspace, MS Visio, FileMaker Pro, Yordam, SirsiDynix, Joomla, WordPress, EndNote, Mendeley, Zotero, and WoS InCites. He is good at both English and Ottoman Turkish.

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ABSTRACT

Mendeley Desktop is a bibliography management software primarily used by graduate and doctoral students, academic staff, researchers and development (R&D) workers, writers, and anyone who requires citations and references in their work. Its key features include saving references, backing up data, importing a reference library from other bibliography management software, and organizing references and related files. *Mendeley Desktop* seamlessly integrates with MS Word and other similar word processing software, simplifying the citation and bibliography processes. This book serves as a guide to help users maximize the end-user features of *Mendeley Desktop*, enabling them to quickly learn how to effectively utilize the software.

FOREWORD

Bibliography management software, also known as a reference manager, assists with citation and bibliography tasks during the writing process in any field.

These tools collect important details about references, such as the title, author, publisher, journal, volume, issue, publication year, publication location, edition, editor, translator, page count, ISSN/ISBN, DOI, PMID, keywords, URL, and PDF, all with just a few clicks.

Citations and bibliographies can be created quickly and easily, and users can switch between citation styles in an instant.

Additionally, bibliography managers allow users to share their reference libraries with others and back them up in the cloud. They offer features for reading, annotating, and taking notes on PDFs, as well as the ability to rename PDF files and organize them into folders based on citation information. The software can also synchronize with specified folders on the computer, facilitating academic research and collaboration. For these features and more, users can visit mendeley.com

This book provides practical and comprehensive instructions on how to use these processes effectively. For those interested in bibliography management software, the following resources are available:

- How to use *Mendeley Reference Manager* desktop
- How to use *EndNote* desktop
- How to use *Zotero* desktop
- A review and comparison of commonly used web-based bibliographic management programs, along with suggested improvements.

Alternatively, you can access all these resources and more at www.citehub.net

The bibliography at the end of this book includes detailed information about the listed books and other related resources.

Enjoy your reading!

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ABBREVIATIONS LIST

.doc/docx	: The file type used by Microsoft Word.
APA	: American Psychological Association
CSL	: Citation Style Language
DOI	: Digital Object Identifier
IDs	: Identifiers
ISBN	: International Standard Book Number
ISSN	: International Standard Serial Number
MIE	: Mendeley Institutional Edition
MLA	: Modern Language Association
.bib	: Bibtex database file
ODT	: Open Document Text
PDF	: Portable Document Format
PMID	: PubMed Identifier
RIS	: Research Information System
RTF	: Rich Text Format
SYNC	: Synchronization
TXT	: Text
TUBİTAK	: The Scientific and Technological Research Council of Turkiye
URL	: Uniform Resource Locator
WoS	: Web of Science
XML	: eXtensible Markup Language

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All the information in this book and more is provided free of charge through a learning management system, organized in a systematic and special order via www.citehub.net. Additionally, the content on citehub.net includes tutorials, videos, screenshots, explanations of menu options, software specifications, frequently asked questions, and literature related to bibliography management software. This website is also a valuable resource for thesis, book, and article writers, as well as anyone who uses citations and bibliographies in their work. The www.citehub.net website enables users to track their progress in bibliography management software training and find answers to exam questions, making the learning process more manageable and enjoyable.

CITATION STYLES

The most critical issue when using bibliography management software is the citation style. This system file formats the citation information of a publication for use in citations, footnotes, and bibliographies. Once the preferred citation style is activated in the software, it generates the desired citation and bibliography without the need for corrections in abbreviations, punctuation, or order. Even if a new citation is created after the bibliography is established, the program will place the new citation in the appropriate location within the bibliography.

However, if the citation style isn't selected correctly in the software, it won't produce the expected citations and bibliography. Instructions on how to activate the citation and bibliography style in the software can be found under the section titled "d) Choosing, Finding, and Editing a Citation Style". Creating a citation style system file from scratch or modifying an existing one requires experience. Therefore, it is often easier to find an existing file from citation style repositories and activate it within the software. If the file is already formatted in the required style (for example, APA7), using the software becomes straightforward; if not, it can be challenging.

Publishing houses, journal editors, graduate school boards, and faculty members can facilitate the use of reference management software by adopting commonly used citation styles for authors and students.

I. ENTRANCE TO MENDELEY DESKTOP

Mendeley Desktop and *Mendeley Reference Manager*, developed by the American company *Elsevier*, provide software solutions for managing citations, bibliographies, and references. Both programs cater to users' needs for citation and reference management (Esgin, 2019, p. 81).

This guide offers comprehensive information on using *Mendeley Desktop*. Please note that it does not cover [mendeley.com](#), *Reference Manager*, or other web services in detail. Once you become proficient with *Mendeley Desktop*, you will find it easier to navigate *Mendeley Web* and other *Mendeley* products, as they share similar functionalities.

Important Note: *Mendeley Desktop* is the predecessor to *Mendeley Reference Manager*, meaning that these two programs are distinct from one another (service.elsevier.com, 2024).

Now, let's begin with the instructions on how to use *Mendeley Desktop*.

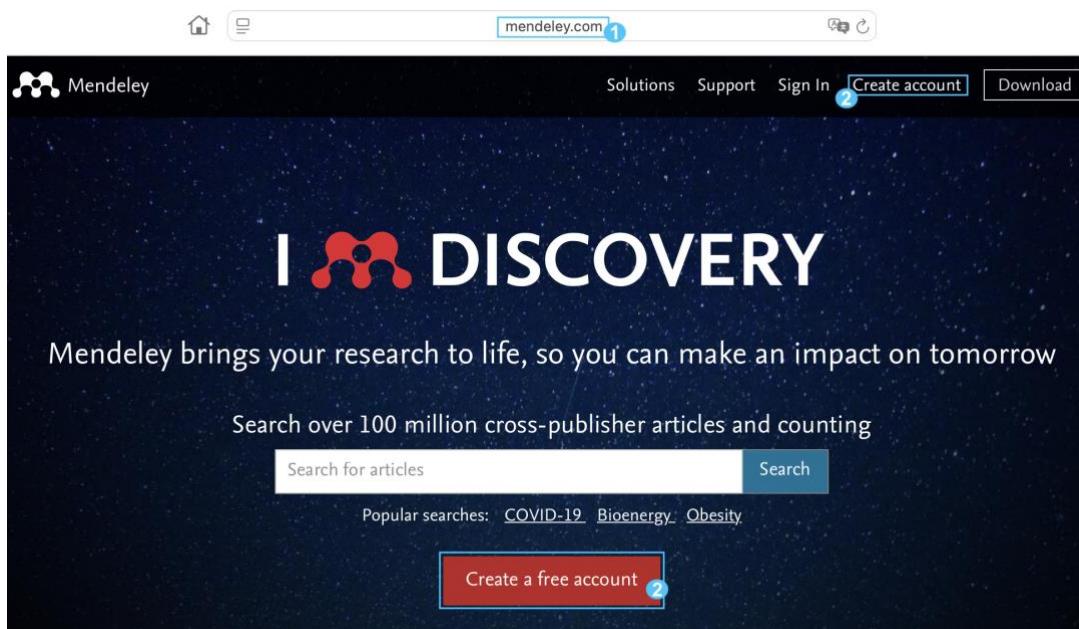
a) Usage Options

i) Free Account

To use *Mendeley*, you must first create an account on the *Mendeley* website. Creating an account is free.

Steps to create a membership account (**5** steps):

Steps 1, 2-) Open the [mendeley.com](#) websites (**1**), click on either **Create account** (**2**) or **Create a free account** (**2**).



Screenshot 1 – Creating Free Account - 1

Step 3-) Enter your email address and click **Continue (3)**.

Welcome

Enter your email to continue with Mendeley

Email

Continue

Sign in via your organization

Get help with access

Screenshot 2 – Creating Free Account - 2

Steps 4, 5-) Fill in your membership information **(4)** and click **Register (5)**.

Register

Create password to register ⓘ

Email
al2at@gmail.com

Given name

Family name

Password

Choose a unique password with minimum 8 characters.
Include at least 1 number, a mix of lowercase and uppercase letters and 1 symbol to make your password strong.

Stay signed in (not recommended for shared devices)

Elsevier may send you information about relevant products and events. If you do not wish to receive such messages, tick the checkbox.

By continuing you agree with our [Terms and conditions](#) and [Privacy policy](#).

Register

I already have an account

Get help with access

Screenshot 2 - Creating Free Account - 3

Adım 6-) Click **Continue (6)**.

Welcome

You now have an Elsevier account.

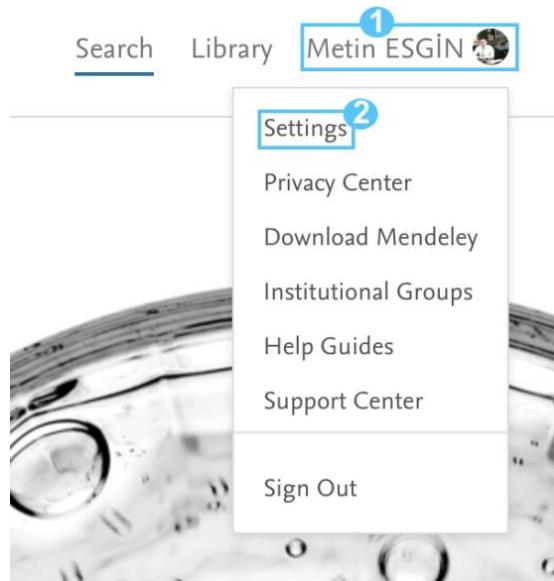
Continue

Screenshot 3 - Creating Free Account - 4

A free account has been created.

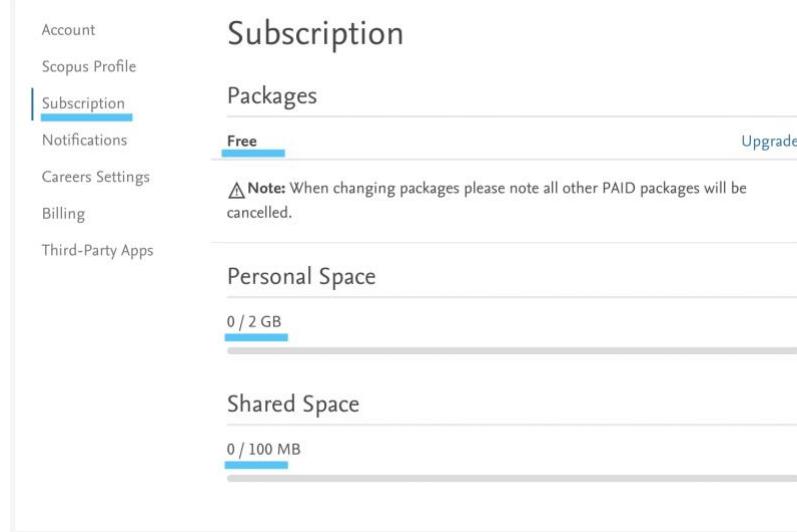
To view your account information:

Go to Account Name (1) > Settings (2)



Screenshot 4 - View Account Information - 1

You can view the details of your subscription under the **Subscription** option.



Screenshot 5 - View Account Information - 2

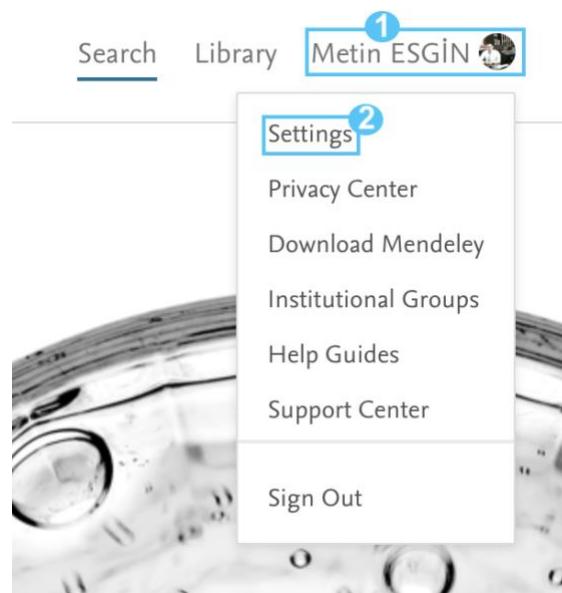
If you sign up for a free account while using a university's internet network, your *Mendeley Institutional Edition (MIE)* subscription will be automatically created. You can enjoy the benefits of this subscription even if you don't use an institutional email address. To become an *MIE* subscriber, simply log in to mendeley.com from the university network after creating your account. Your university/institution must be registered under the institutional Mendeley agreement for this to be possible. You can check with your library to see if the agreement is in place.

ii) Mendeley Institutional Edition (MIE) Subscription

The *Mendeley Institutional Edition (MIE)*, which offers extended rights, was purchased by TUBITAK for all private and public universities in Turkiye (Esgin, 2019). Users can become *MIE* members by completing the “[i\) Free Account](#)” transaction after logging into the campus network once with their member account, even if they do not use an institutional email address to register. *MIE* members receive 100GB of cloud storage and access to additional features outlined in Screenshot-8. (TUBİTAK, 2024).

To access the details of a user account:

Steps 1, 2-) Account Name (1) > Settings (2)



Screenshot 6 - Viewing Mendeley Institutional Edition Subscription Information - 1

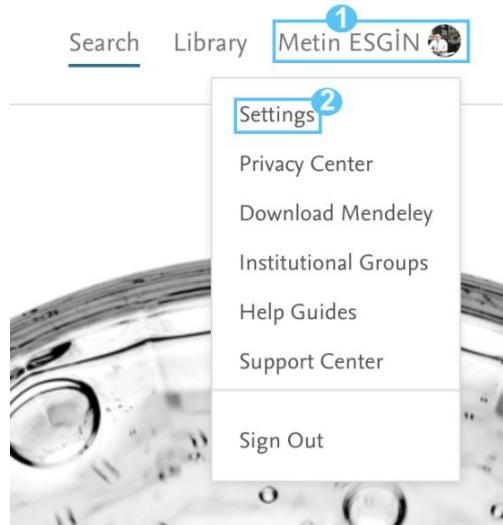
The subscription details of the account can be found under the **Subscription** option.

Screenshot 7 - Viewing Mendeley Institutional Edition Subscription Information - 2

1) Purchasing Cloud Storage

If you are using a free account, there are options available to increase your storage space. To upgrade your storage on the *Mendeley* website, follow these steps:

Steps 1, 2 Click on your Account Name (1) > Navigate to **Settings** (2)



Screenshot 8 – Purchasing Cloud Storage - 1

Steps 3, 4 Select **Subscription** (3) and then click on **Upgrade** (4).

Screenshot 9 - Purchasing Cloud Storage - 2

Choose one of the available cloud storage packages by clicking on "**Choose plan**" (mendeley.com, 2024d).

Pick a plan that's right for you.

Plan	Description	Price	Space	Action
Plus	Great for students	\$4.99 /month Or \$55 /year — One month free	5GB personal library space	Choose plan
Pro	Our most popular plan	\$9.99 /month Or \$110 /year - One month free	10GB personal library space	Choose plan
Max	Ideal for power users	\$14.99 /month Or \$165 /year — One month free	Unlimited personal library space*	Choose plan

We also have a free plan which gives you 2GB of personal library space

Screenshot 10 - Purchasing Cloud Storage - 3

b) Installations

i) Compatible Operation Systems and Word Processors

The software is compatible with Windows, Macintosh, Ubuntu/Debian, Linux as operating systems. However, it is not compatible with macOS devices that have M-series processors.

Additionally, the software is compatible with Microsoft Word and LibreOffice word processing programs (mendeley.com, 2024d).

ii) Desktop Software Installation

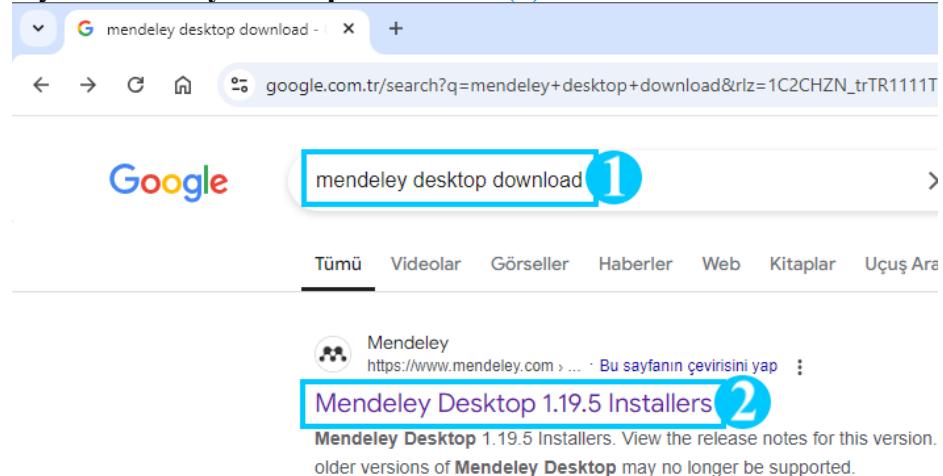
1) How to install Mendeley Desktop?

Important Note: *Mendeley Desktop* is the previous version of *Mendeley Reference Manager* software, the two programs are not the same.

The *Mendeley Desktop* program can be easily installed on a computer by following the steps below. To install the software (using Google Chrome and Windows):

Here are necessary 7 steps:

Steps 1, 2-) Open Google and search for “mendeley desktop download” (1) Click on the link that says “Mendeley Desktop Installers” (2).



Screenshot 11 - Mendeley Desktop Installation - 1

Step 3-) Select “Mendeley Desktop for Windows” (3).

Current Downloads

We recommend using the current stable release of Mendeley Desktop.

[Current Stable Release](#)
[Current Preview Release](#)

Mendeley Desktop 1.19.5 Installers

View the [release notes](#) for this version. Please note that older versions of Mendeley Desktop may no longer be supported.

Recommended for your system:

[Mendeley Desktop 1.19.5 for Windows](#) 3

Other platforms:

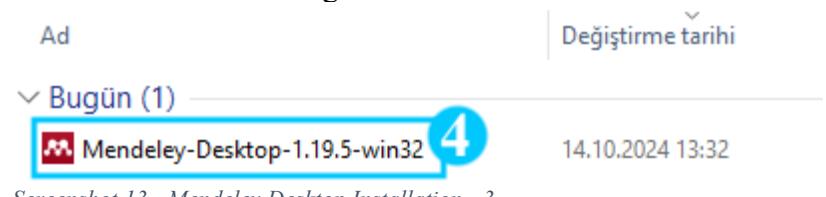
- [Mendeley Desktop 1.19.5 for Mac OS X](#)
- [Mendeley Desktop 1.19.5 for Ubuntu \(32-bit\)](#)
- [Mendeley Desktop 1.19.5 for Ubuntu \(64-bit\)](#)
- [Mendeley Desktop 1.19.5 for Linux \(32-bit\)](#)
- [Mendeley Desktop 1.19.5 for Linux \(64-bit\)](#)

Support

If you have problems installing or using Mendeley Desktop, please visit our [support site](#).

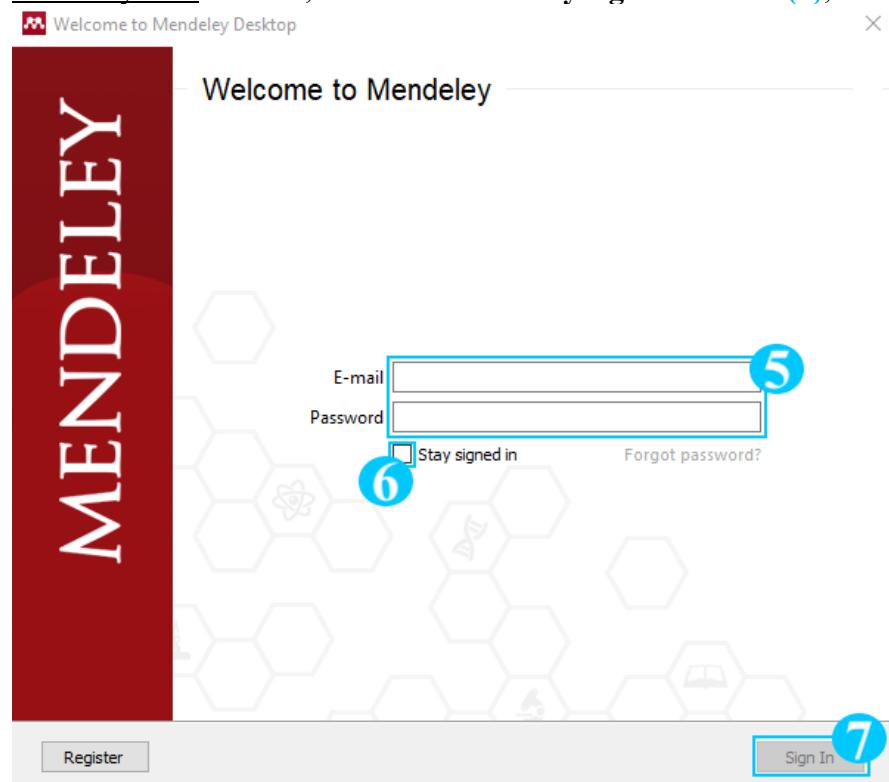
Screenshot 12 - Mendeley Desktop Installation - 2

Step 4-) Once the download is complete, locate the "Mendeley-Desktop" (4) file on your computer and double-click it to begin the installation.



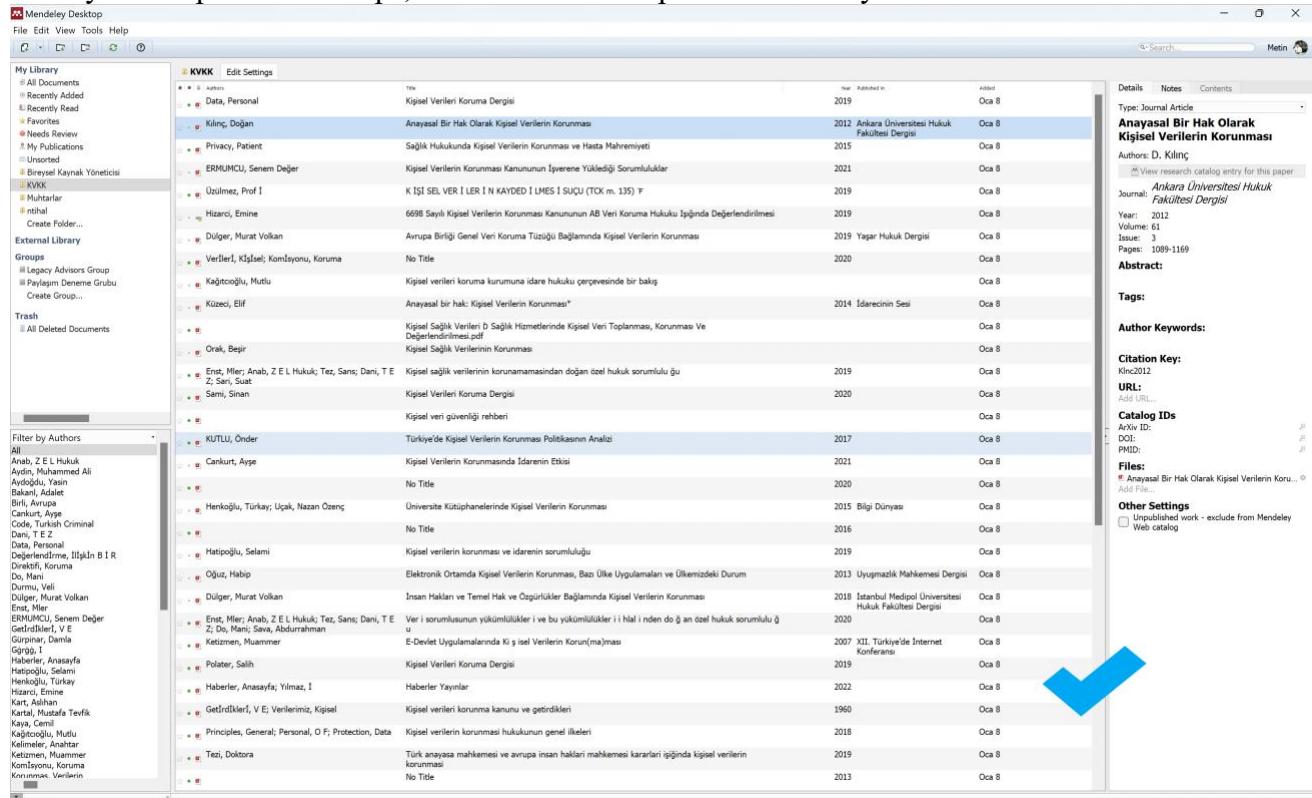
Screenshot 13 - Mendeley Desktop Installation - 3

Steps 5, 6, 7-) After the installation is complete, launch the software. The *Mendeley* opening screen will appear. Enter the **email address** and **password** (5) you used to create your account on the mendeley.com website, and check the "Stay signed in" box (6), and click "Sign in" (7).



Screenshot 14 - Mendeley Desktop Installation - 4

Once you complete these steps, the software will open and be ready for use.



Screenshot 15 - Mendeley Desktop Installation - 5

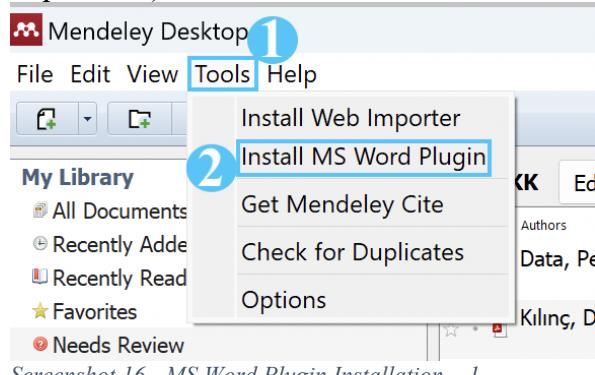
Mendeley Desktop is now successfully installed on your Windows computer.

I. Installation of MS Word Plugin

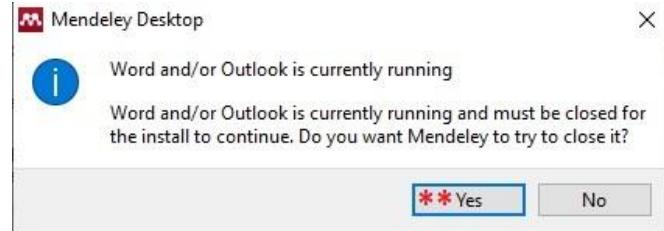
To easily create citations and a bibliography using references saved in your *Mendeley Desktop* library, you need to install the MS Word plugin.

Here are the necessary 3 steps:

Steps 1, 2-) Open the *Mendeley Desktop* software, and click on **Tools (1)** > then select **Install MS Word Plugin (2)**. (If MS Office is currently open, you will be prompted to close it; click "Yes" (***) to proceed.)



Screenshot 16 - MS Word Plugin Installation – 1

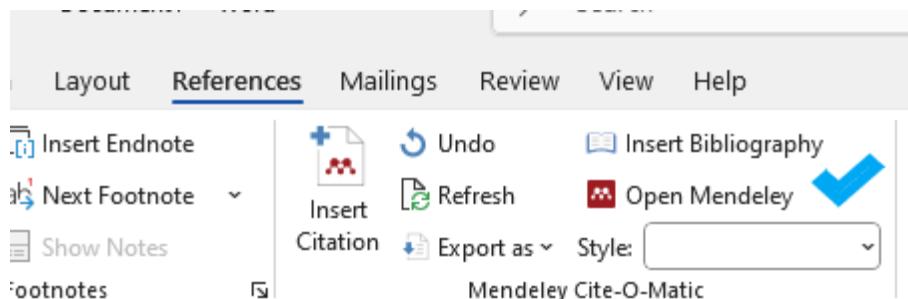


Screenshot 17 - MS Word Plugin Installation – 2

Step 3-) A confirmation window will appear, indicating that the installation is complete. Click "OK" (3) to finish.



Screenshot 18 - MS Word Plugin Installation – 3



Screenshot 19 - MS Word Plugin Installation – 4

The installation of the MS Word plugin is now complete.

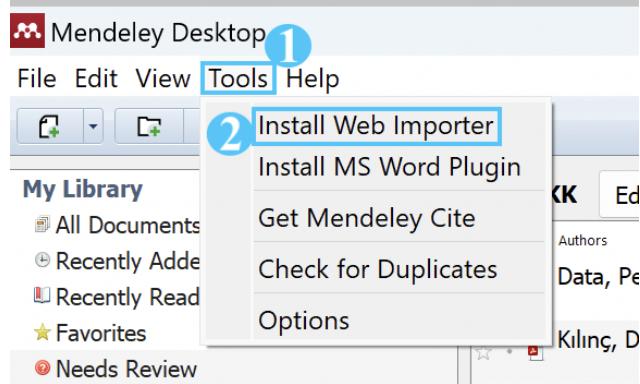
II. Installation of the Internet Browser Extension

How to install the Mendeley Web Importer?

To easily save references from websites and databases using your internet browser, you need to install the *Mendeley Web Importer* plugin.

Here are necessary 11 steps:

Steps 1, 2-) Open the Tools (1) menu and select Install Web Importer (2).



Screenshot 20 - Mendeley Web Importer Installation - 1

Step 3-) Visit the *Mendeley* website and click on **Get Web Importer for Chrome (3).**



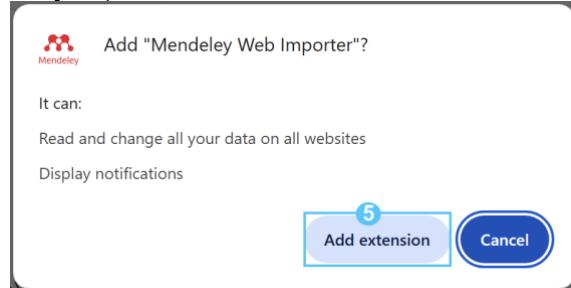
Screenshot 21 - Mendeley Web Importer Installation - 2

Step 4-) In the chrome webstore click **Add to Chrome (4).**



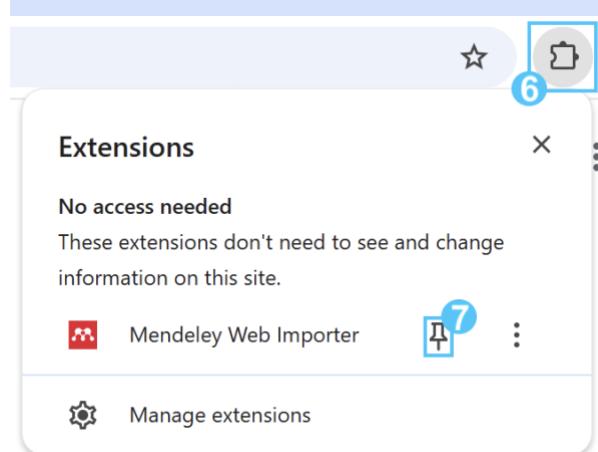
Screenshot 22 - Mendeley Web Importer Installation - 3

Step 5-) In the confirmation window, click **Add extension (5).**



Screenshot 23 - Mendeley Web Importer Installation - 4

Steps 6, 7-) Once the extension is installed, click on the extension's icon (6) in Chrome. To make the *Mendeley Web Importer* easily accessible, click the pin icon next to *Mendeley Web Importer* (7).



Screenshot 24 - Mendeley Web Importer Installation - 5

Steps 8, 9-) Click on the *Mendeley* extension (8), select **Sign in** (9).

Mendeley Web Importer

To use the extension, sign in with your existing Mendeley (Elsevier) account credentials.

Sign in

Screenshot 25 - Mendeley Web Importer Installation - 6

Step 10-) Enter your email and password (10).

Sign in

Enter your password to sign in to Mendeley Web Importer

Email
esgin.metin@gmail.com

Password

Stay signed in (not recommended for shared devices)

Sign in

Screenshot 27 - Mendeley Web Importer Installation - 9

c) Transitioning from Other Software

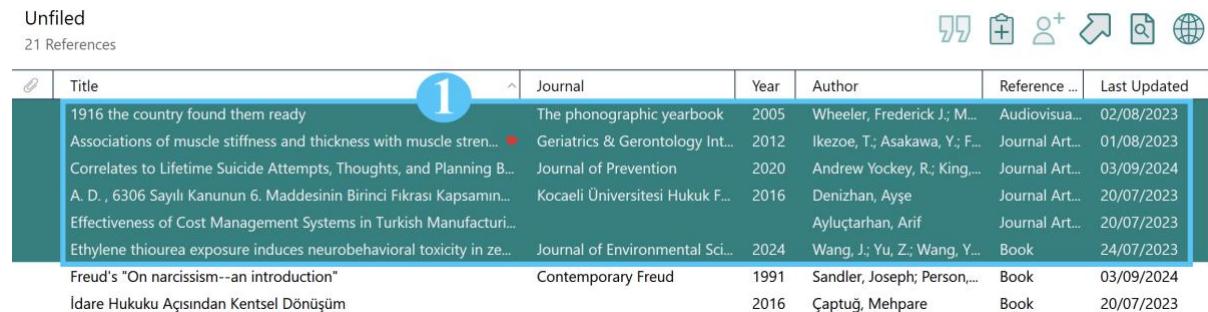
When switching from a bibliography management software other than *Mendeley*, you can export your registered reference library and save it in *Mendeley Desktop*.

i) Moving from EndNote

To transfer your references, you must first export your *EndNote* library and then import it into *Mendeley*.

Here are the steps to export an *EndNote* library and save it to *Mendeley* (6+ steps):

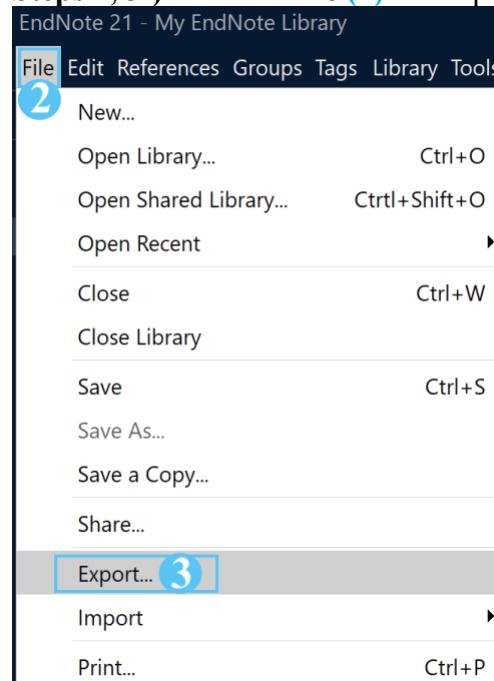
Step 1-) Select the references you wish to export from your *EndNote21* library using the mouse while holding down the Ctrl key (1).



Unfiled	Title	Journal	Year	Author	Reference ...	Last Updated
21 References	1916 the country found them ready	The phonographic yearbook	2005	Wheeler, Frederick J.; M...	Audiovisua...	02/08/2023
	Associations of muscle stiffness and thickness with muscle stren...	Geriatrics & Gerontology Int...	2012	Ikezoe, T.; Asakawa, Y.; F...	Journal Art...	01/08/2023
	Correlates to Lifetime Suicide Attempts, Thoughts, and Planning B...	Journal of Prevention	2020	Andrew Yockey, R.; King,...	Journal Art...	03/09/2024
	A. D., 6306 Sayılı Kanunun 6. Maddesinin Birinci Fikrasi Kapsamın...	Kocaeli Üniversitesi Hukuk F...	2016	Denizhan, Ayşe	Journal Art...	20/07/2023
	Effectiveness of Cost Management Systems in Turkish Manufacturi...	Journal of Environmental Sci...	2024	Ayluçtarhan, Arif	Journal Art...	20/07/2023
	Ethylene thiourea exposure induces neurobehavioral toxicity in ze...	Contemporary Freud	1991	Wang, J.; Yu, Z.; Wang, Y...	Book	24/07/2023
	Freud's "On narcissism--an introduction"		2016	Sandler, Joseph; Person,...	Book	03/09/2024
	İdare Hukuku Açısından Kentsel Dönüşüm			Çaptığ, Mehpare	Book	20/07/2023

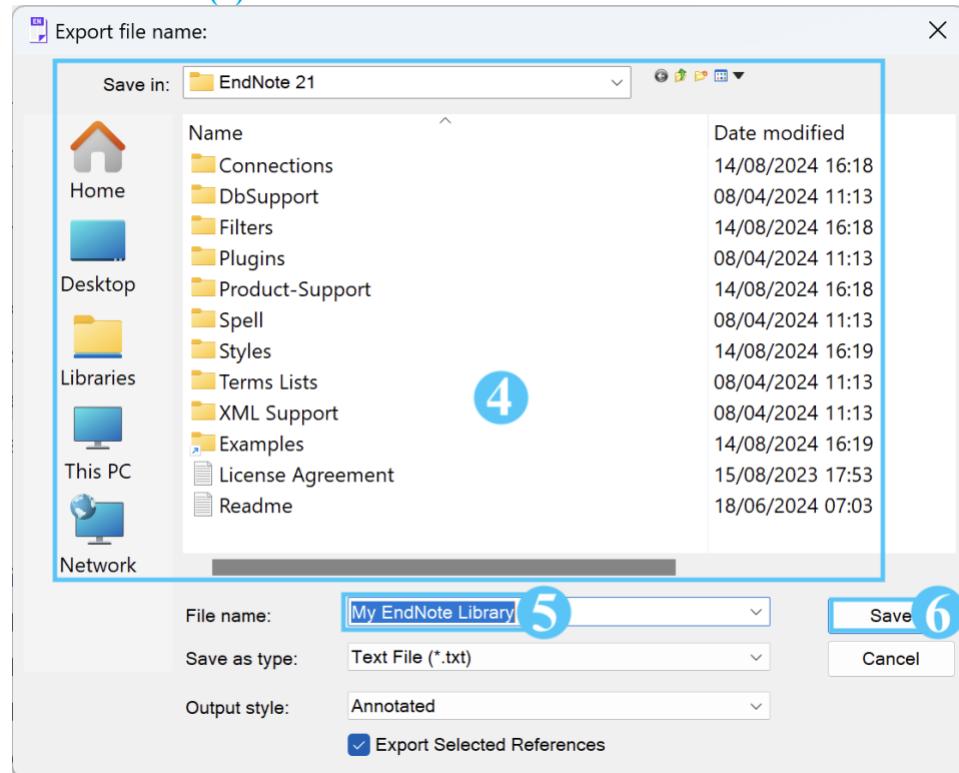
Screenshot 28 - Migrating from EndNote to Mendeley - 1

Steps 2, 3-) Click on **File** (2) in the program menu and select **Export** (3).



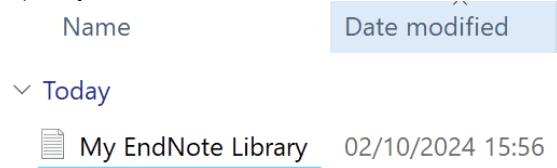
Screenshot 29 - Migrating from EndNote to Mendeley - 2

Steps 4, 5, 6-) Choose the location where you want to save the file (4), enter a name for the file (5), and click Save (6).



Screenshot 30 - Migrating from EndNote to Mendeley - 3

After completing these steps, your downloaded file will be ready for import. You can then save the downloaded file to your *Mendeley Desktop* library by following the instructions outlined in the “e) Import” section.



Screenshot 31 - Migrating from EndNote to Mendeley - 4

ii) Moving from Zotero

To move your library from *Zotero* to *Mendeley*, you first need to export your *Zotero* library and then import it into *Mendeley*.

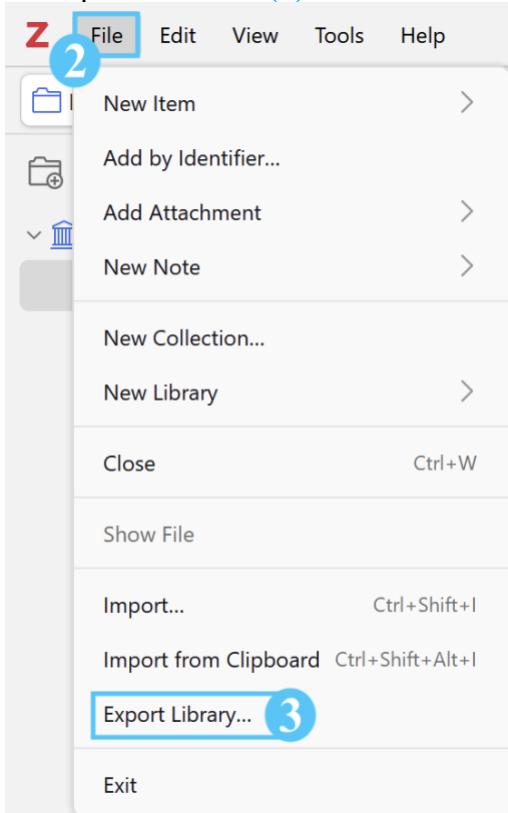
Here are the 7+ steps to follow:

Step 1-) Select the references you want to export from your *Zotero Desktop* library by holding the Ctrl key and clicking on each reference. (1)

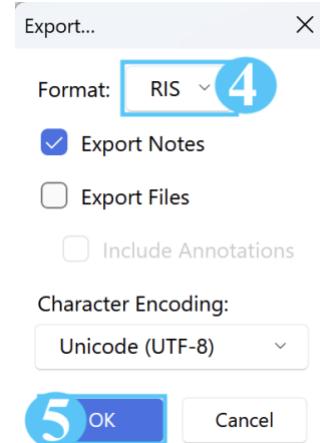
Title	Creator	Year	Publisher
> 1916 the country found them ready	Wheeler e...	2005	Archeophone,
> A rare muscle variation – accessory piriformis muscle	Albert GR...	2023	
> A rare muscle variation – accessory piriformis muscle	Gradev et ...	2018	
A. D. , 6306 Sayılı Kanunun 6. Maddesinin Birinci Fık...	Denizhan	2016	
> Associations of muscle stiffness and thickness with m...	Ikezoe et al.	2012	
> Correlates to Lifetime Suicide Attempts, Thoughts, a...	Andrew Y...	2020	
Effectiveness of Cost Management Systems in Turkis...	Ayluçtarhan	1	
> Ethylene thiourea exposure induces neurobehavioral ...	Wang et al.	2024	
> Freud's "On narcissism--an introduction"	Sandler et...	1991	Yale University Press

Screenshot 32 - Migrating from Zotero to Mendeley - 1

Steps 2, 3, 4, 5-) Click on File in the menu (2) choose Export Library... (3) select the RIS (4) format for export click OK (5).

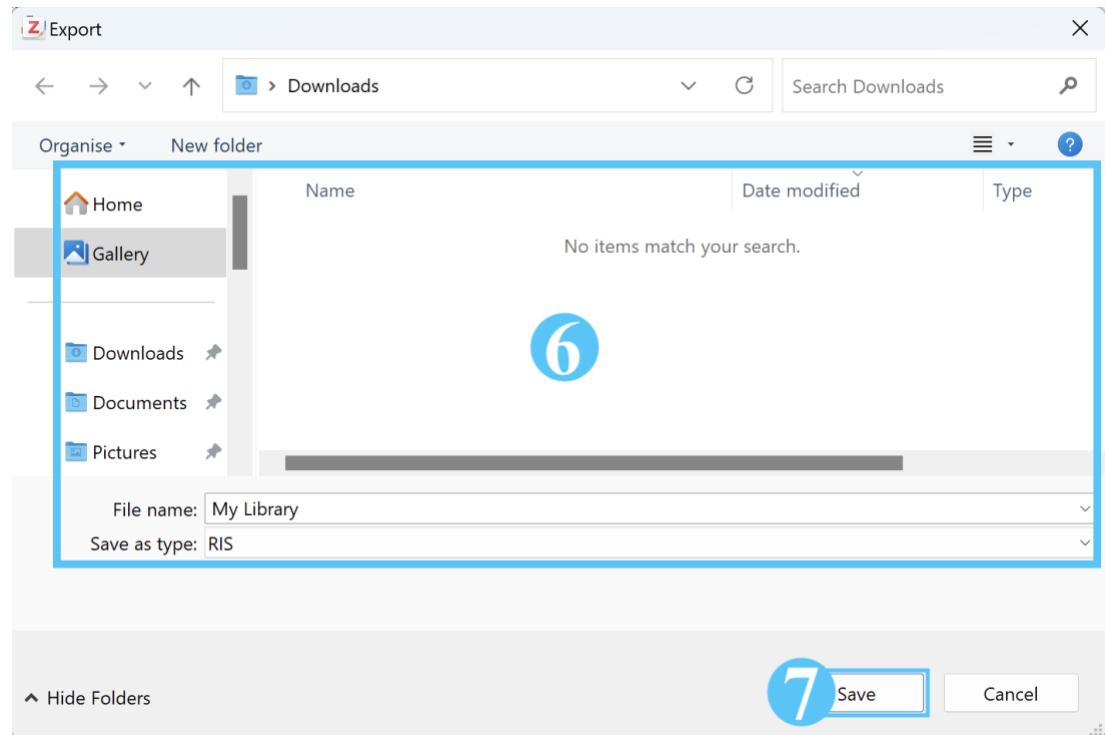


Screenshot 33 - Migrating from Zotero to Mendeley - 2

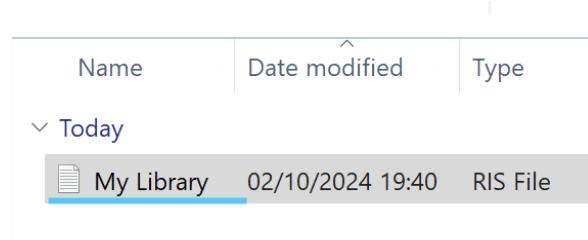


Screenshot 34 - Migrating from Zotero to Mendeley - 3

Steps 6, 7-) Choose the location where you want to save the exported file (6) and click Save (7).



Your downloaded file is now ready for import.



To import it into your *Mendeley Desktop* library, follow the instructions in the “e) Import” section.

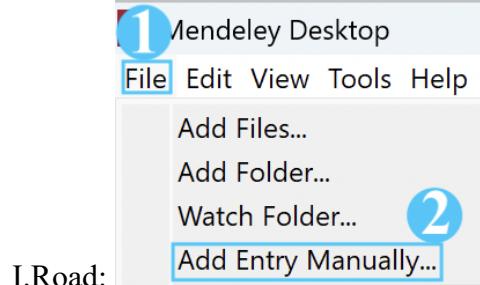
II. REFERENCE SAVING METHODS

[Click](#) to view bibliography samples and see the required data fields they contain.

a) Saving References Manually

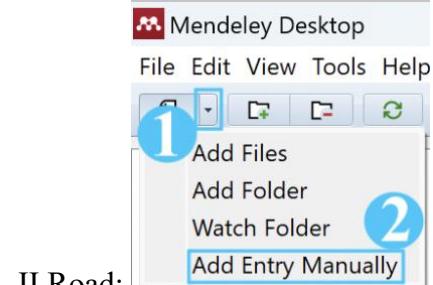
References can be saved manually in *Mendeley* by following these **5** steps:

Steps 1, 2- Click on the **File (1)** menu or use the **Add (1)** shortcut. Select **Add Entry Manually (2)**.



I.Road:

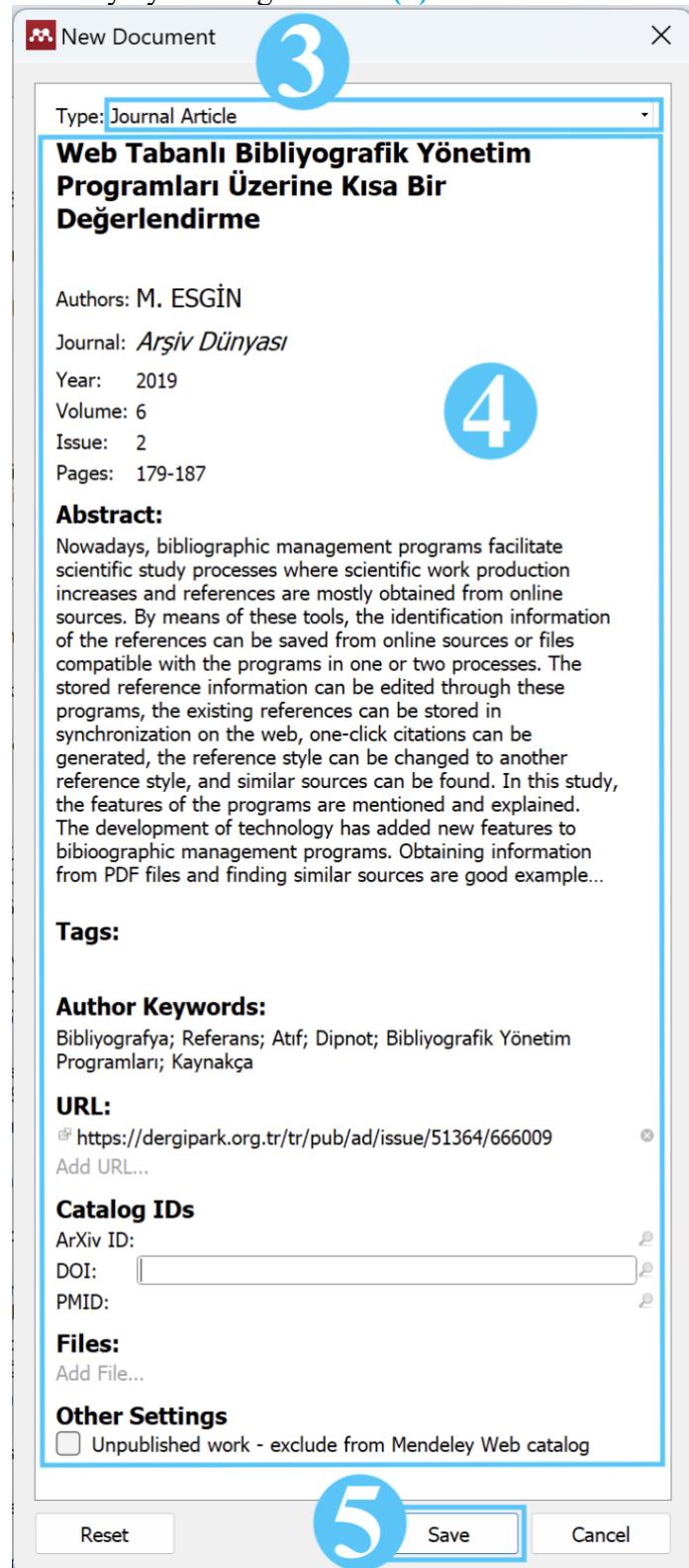
Screenshot 37 - Manual Reference Entry - 1



II.Road:

Screenshot 38 - Manual Reference Entry - 2

Steps 3, 4, 5-) Choose the appropriate reference type. (3). Enter the necessary information (4). Save the entry by clicking on Save (5).

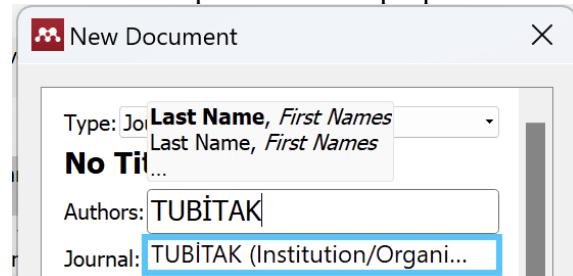


Screenshot 39 - Manual Reference Entry - 3

Once these steps are completed, the reference will be saved manually.

When writing an author's name, follow these guidelines:

- 1-) If the author is an individual: Start with the surname, followed by the first name, and include a middle name if applicable. (Format: Surname, First Name, Middle Name).
- 2-) For multiple authors: Apply the same format as above, using the Enter key to separate each author's name.
- 3-) If the author is an institution or organization: Write the name of the institution or organization as it is. These steps will ensure proper formatting of author names.



Screenshot 40 - Manual Reference Entry - 4

i) Adding Files (PDF etc.) to References

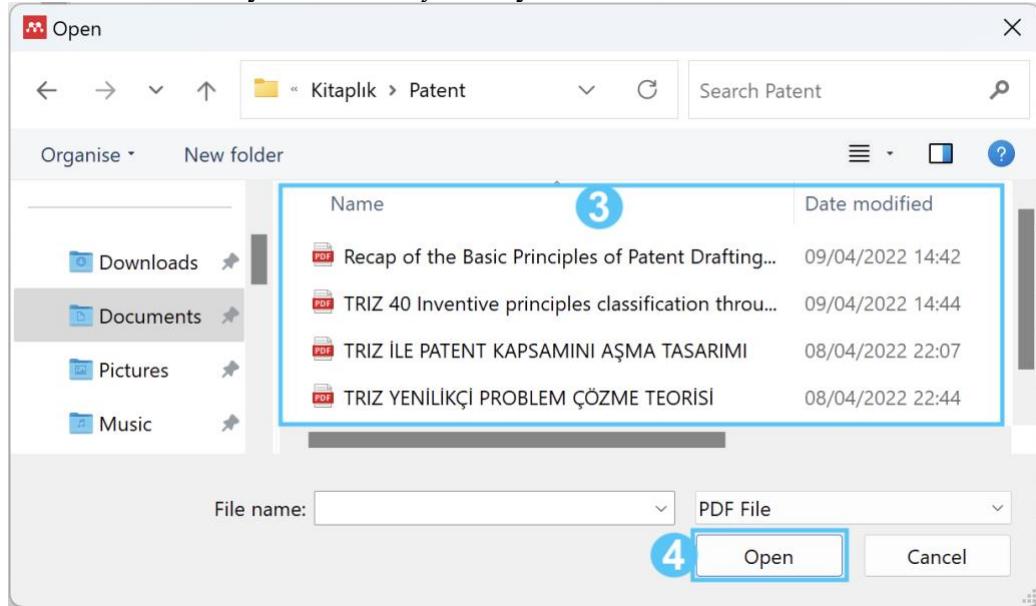
To add a PDF file to a reference in your library, follow these 4 steps:

Steps 1, 2-) Select the reference (1) you want to add the file to. Click on "Files" - "Add File... (2)"

Author	Title	Year	Published In	Added
Ansari, Sana; Gadge, Jayant	Architecture for Checking Trustworthiness of Websites	2012	International Journal of Computer Applications	May 6
ESGIN, Metin	Web Tabanlı Bibliyografik Yönetim Programları Üzerine Kısa Bir Değerlendirme	2019	Aşırı Dunyasi	May 6
Volckaert, Mariel.	EndNote X9 User's Guide	2018		Oca 10
Bartling, Soenke; Friesike, Sascha	Opening Science : The Evolving Guide On How The Internet Is Changing Research, Collaboration And Scholarly Publishing	2014		Oca 10
Acaroğlu, Türker	Bibliyografya Nedir?	1961	Türk Kütüphaneciliği Dergisi	Oca 10
esbcocom	What is Bibliographic Management Software?	2019		Oca 10
Thomson ResearchSoft	EndNote V9 Users Guide: Windows Version 9	2018		Oca 10
Zülfikar, Hamza	Kaynak mı, Kaynakça mı, Bibliyografya mı?	2013	Türk Dili Aylık Dil ve Edebiyat Dergisi	Oca 10
wikipedia.org	Comparison Of Reference Management Software	2019		Oca 10
Zotero.org	Adding Items to Zotero	2019		Oca 10
zotero.org	Editing CSL Styles - Step-by-Step Guide	2019		Oca 10
Büyükköztürk, Şener; Çakmak, Ebru Kılıç	Bilimsel Araştırma Yöntemleri	2016		Oca 10
E. Bora, Emre	Türkiye'de Sahte/Yajınmacı Yayıncılık ve Bilim 2	2021		Oca 10
E. Ta, Zehra	Yükseköğretimde "Kalite" üzerine ...	2019		Oca 10
E. Taşkin, Zehra	Akademimiz Yel Değirmenleriley Savasında Don Kötü Olmak	2019		Oca 10
E. Çetinkaya, Özün	Karl Popper'in Yönteminde Hipotetik-Dedüktif Formun Bilimsel İngası	2014	Panukkale Üniversitesi Sosyal Bilimler Enstitüsü Dergisi	Oca 10
F. Marshall, Martin; Pronovost, Peter; Dixon-Woods, Mary	Promotion of improvement as a science	2013	The Lancet	Oca 10
E. Berwick, Donald M.	The science of improvement	2008	JAMA - Journal of the American Medical Association	Oca 10
E. Baysen, Engin; Çakmak, Nermi	Bilgi Dünyası ve İntihal Information World and Plagiarism	2017		Oca 10

Screenshot 41 - Adding Files (PDF etc.) to References - 1

Steps 3, 4-) Choose the PDF file (3) you want to upload. Click Open (4) the PDF will now be added to the reference in your *Mendeley* library.



Screenshot 42 - Adding Files (PDF etc.) to References - 2

The PDF will now be attached to the reference in your *Mendeley* library.

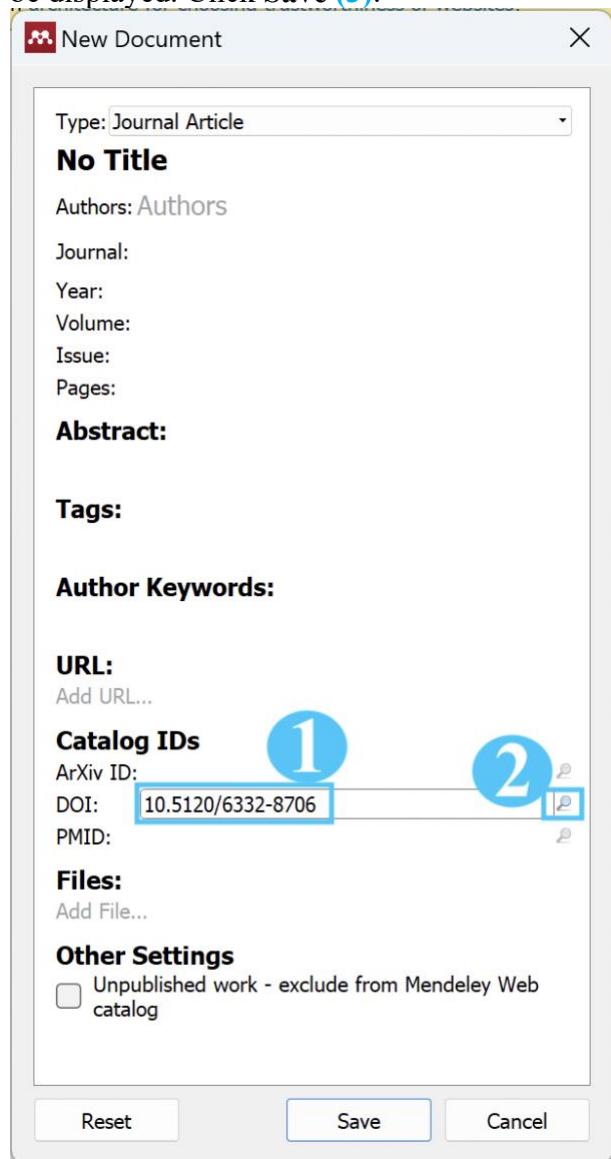
b) Easy Methods

i) Fast Reference Entry via Identifiers (ISBN, DOI, ArXiv ID, PMID)

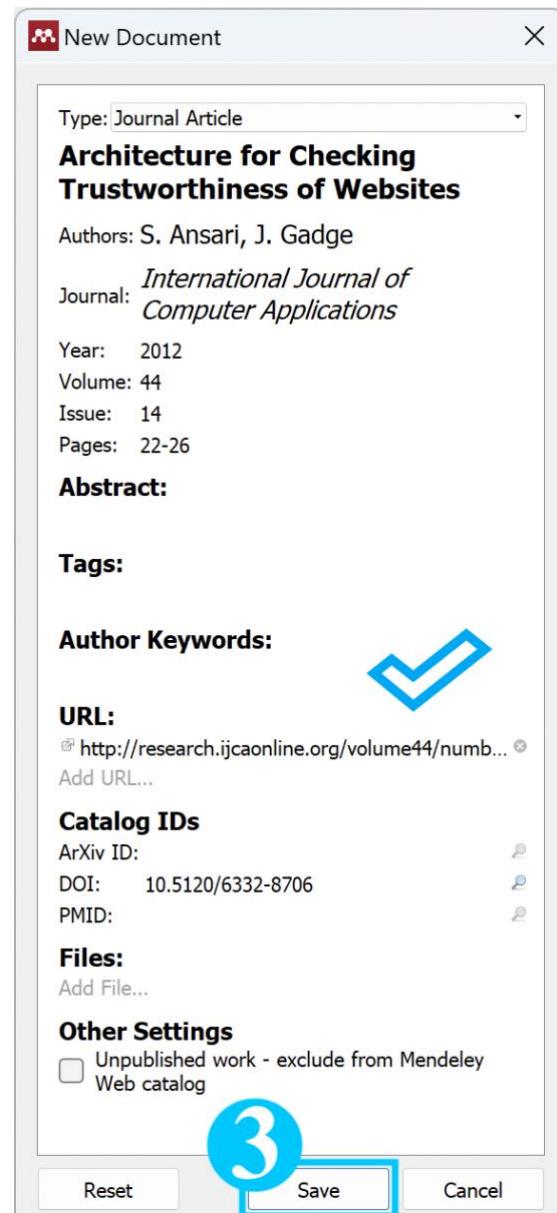
You can quickly retrieve and save bibliographic data by entering an ArXiv ID, DOI, or PMID and clicking on the magnifying glass icon. However, it's essential to check the automatically retrieved data for any errors.

Here are the 5 steps for quick reference entry using identifiers:

Steps 1, 2, 3-) Enter the ArXiv ID, DOI or PMID (1) and click on the magnifying glass icon next to it (2). The bibliographic data will be displayed. Click Save (3).

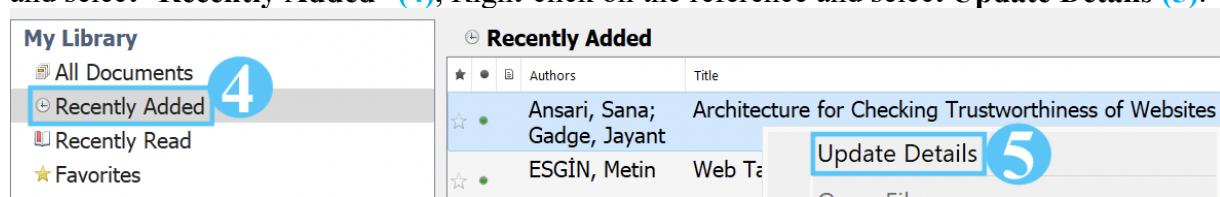


Screenshot 43 - Fast Reference Entry via Identifiers (ISBN, DOI, ArXiv ID, PMID) - 1



Screenshot 44 - Fast Reference Entry via Identifiers (ISBN, DOI, ArXiv ID, PMID) -

Steps 4, 5-) To obtain more detailed information from the *Mendeley Web Catalog*, go to your library and select "Recently Added" (4), Right-click on the reference and select Update Details (5).



Screenshot 45 - Fast Reference Entry via Identifiers (ISBN, DOI, ArXiv ID, PMID)- 3

By following these steps, you can efficiently enter references using the identifier.

ii) Fast Entry of PDF Files

To add PDF files to your *Mendeley* library, simply drag and drop the files into the program. *Mendeley* will automatically retrieve and save the citation information from the PDFs.



Screenshot 46 - Fast Entry of PDF Files - 1

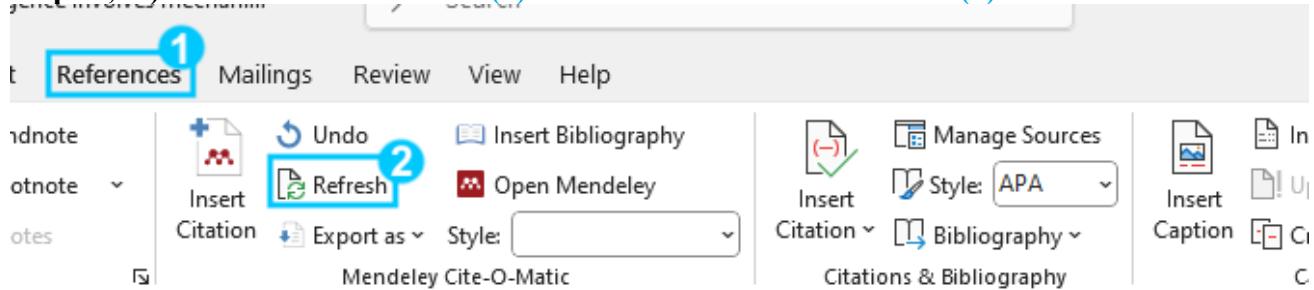
However, it's important to note that there may be errors in the bibliographic data obtained automatically. Therefore, it's advisable to check the accuracy of the bibliographic data.

iii) Citations in a Word Document

If you have a Microsoft Word document containing citations or a bibliography generated with *Mendeley* and it's from someone else, you can easily save those references to your *Mendeley* library.

Follow these 5 steps:

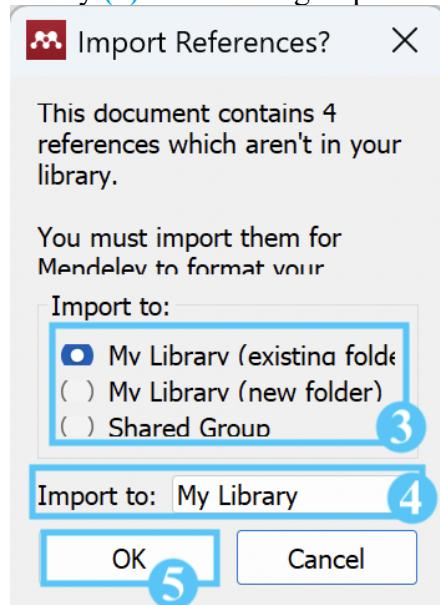
Steps 1, 2-) Click on the References (1) tab in MS Word. Select Refresh (2).



Intelligence involves mechanisms, and AI research has discovered how to make computers carry out some of them and not others. If doing a task requires only mechanisms that are well understood today, computer programs can give very impressive performances on these tasks. Such programs should be considered "somewhat intelligent (ESGİN, 2019, p. 89)."

Screenshot 47 - Adding Citations from Word Documents to Mendeley the Easy Way - 1

Steps 3, 4, 5-) Choose the group (3) where you want to save the references. Select the appropriate library (4) within that group. Click **OK** (5).



Screenshot 48 - Adding Citations from Word Documents to Mendeley the Easy Way - 2

After completing these steps, the references and bibliographic data from the Word document will be saved in your *Mendeley* library.

Authors	Title	Year	Published In	Added
Yaşar, Ecmel	Akademik İntihal, Nedenleri ve Çözüm Önerileri	2018	Boğaziçi Üniversitesi Eğitim Dergisi	1:14ös
Yıldırı, Hülya; Üner, Aslı	Bilimsel İlerleme ve Metot Kavramı Üzerine Karl Popper ve Thomas Kuhn	2009	Pamukkale Sosyal Bilimler Enstitüsü	1:14ös
Yarar, Hakan; Gökdemir, Kadir	Elit Sporcularda Beslenme Destek Ürünü Kullanımı ve Bilincinin Değerlendirilmesi	2017	Atabesd	1:14ös
Yılmaz, Vedat; Mecek, Mehmet	Türkiye'de Mahalle Yönetmelerinin Tarihsel Gelişimi ve Hukuki Statüsü	2019	İdealkent	1:14ös
Güvendi, Burcu	Spor Bilimleri Araştırmaları	2022		Ağu 12

Screenshot 49 - Adding Citations from Word Documents to Mendeley the Easy Way - 3

iv) Importing References via Internet Browser

1) Mendeley Web Importer

You can save references from online sources, such as websites and databases, to your *Mendeley* library using the *Mendeley Web Importer*. This method is applicable for academic databases like Google Scholar, DergiPark, Web of Science, or Scopus etc.

Follow these 7 steps:

Steps 1, 2) Begin by entering a keyword into the relevant database (1) and perform a search (2). Ensure that the Mendeley Web Importer is installed on your internet browser and that you are logged in.

The screenshot shows a Google Academic search results page. At the top, there is a search bar with the query 'reference manager'. A blue circle labeled '1' is over the search bar. To the right of the search bar is a magnifying glass icon with a blue circle labeled '2' over it. Below the search bar, the results are listed under the heading 'Makaleler' (Articles). The first result is a link to an HTML document titled 'Use of the bibliographic reference manager in the selection of primary studies in integrative reviews'. The second result is a link to a PDF document titled 'Peningkatan mutu karya tulis dosen fis dengan menggunakan reference manager software Mendeley'. Both results have a 'Kaydet' (Save) button with a star icon, an 'Alıntı yap' (Cite) button with a document icon, and an 'Alıntılmama sayısı' (Citation count) of 325 or 48 respectively. There are also 'İlgili makaleler' (Related articles) sections below each result.

Screenshot 50 - Import with Mendeley Web Importer - 1

Steps 3, 4, 5, 6-) Click on the *Mendeley Web Importer* add-on (3). In the add-on window, select the checkboxes next to the resources you want to save (4). Then, choose the desired section of your library where you'd like to store these resources (5). Click on Add (6).

The screenshot shows the Mendeley Web Importer add-on window. At the top, there is a toolbar with icons for star, square, file, and settings. A blue circle labeled '3' is over the toolbar. Below the toolbar, the Mendeley logo is visible. The main interface shows a list of detected references. A blue circle labeled '4' is over the first reference, which is a PDF titled 'Muscle fatigue: what, why and how it influences muscle function'. The reference is from RM Enoka, J Duchateau in The Journal of Physiology. A checkbox is checked next to this reference. A blue circle labeled '5' is over the dropdown menu 'Bireysel Kaynak Yöneticisi'. A blue circle labeled '6' is over the 'Add' button. At the bottom of the window, it says '12 references detected on page'. The references listed are:

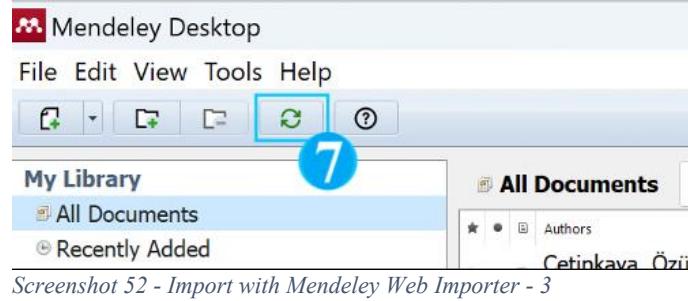
- Muscle fatigue: what, why and how it influences muscle function PDF
RM Enoka, J Duchateau - The Journal of physiology et al.
Wiley Online Library, 32, 4, 10 2005
View PDF
- Muscle fatigue: What, why and how it influences muscle function PDF
Roger M. Enoka, Jacques Duchateau
Journal of Physiology, 586, 1, 1 2008
View PDF
- Progressive muscle relaxation
Martha S. McCallie, Claire M. Blum et al.
Journal of Human Behavior in the Social Environment, 13, 3, 7 2006
PDF not found

At the bottom left is a user profile for 'Metin esgin.metin@gmail.com'. At the bottom right are buttons for 'View Library' and '...'. A blue circle labeled 'Metin' is over the user profile.

Screenshot 51 - Import with Mendeley Web Importer - 2

The selected resources will now be added to your *Mendeley* Web library.

Step 7-) Finally, click **Sync** to save the resources from your online library to the *Mendeley Desktop* program (7).



Once you have completed these steps, your sources will be saved in the *Mendeley Desktop* library.

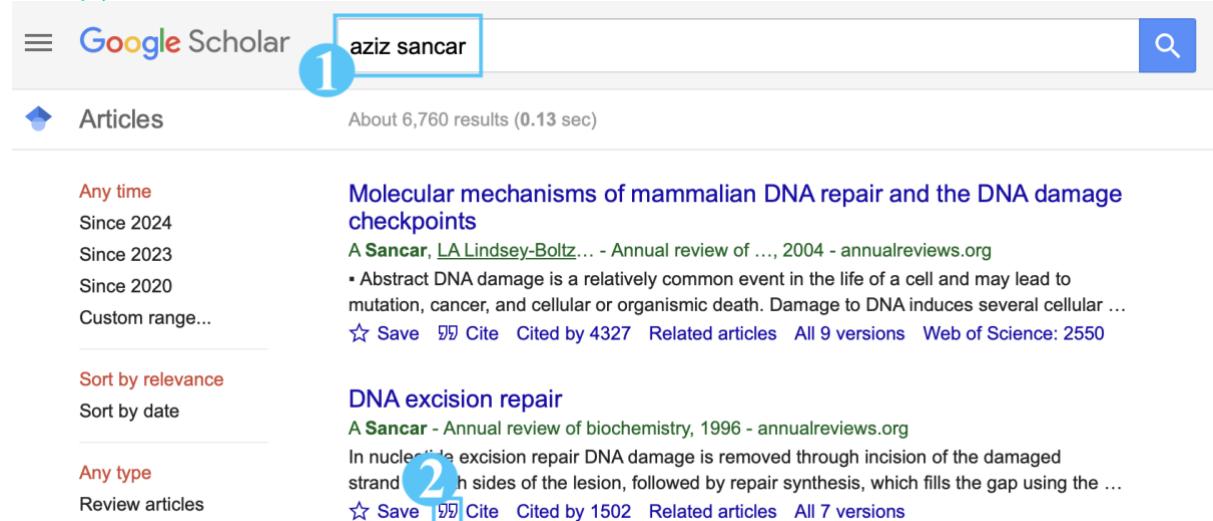
c) Academic Databases

i) Google Scholar

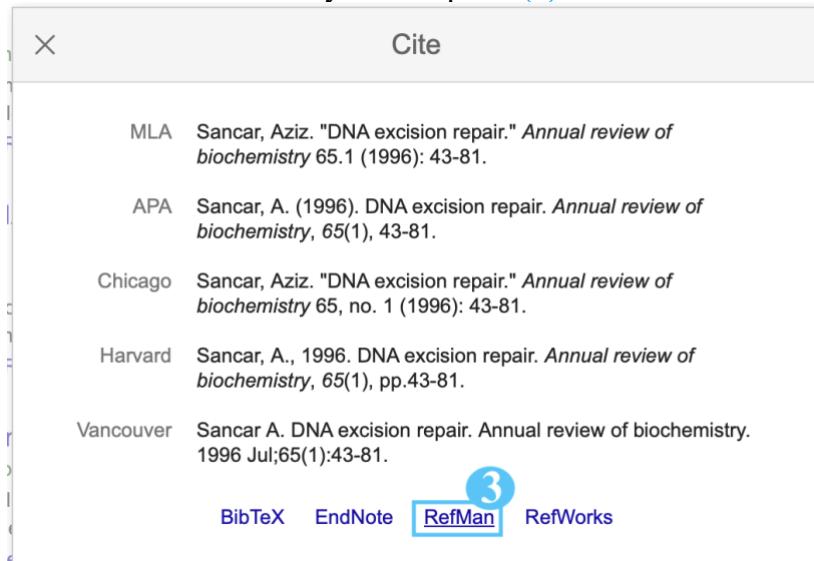
References obtained from *Google Scholar* can be saved to your computer and then imported into Mendeley.

Follow these 3+ steps:

Steps 1, 2-) Perform a search on the Google Scholar page (1) and click on the quotation mark ("") icon (2) next to the reference.



Step 3-) In the options that appear, select **RefMan**, and then download the file containing the reference information to your computer (3).

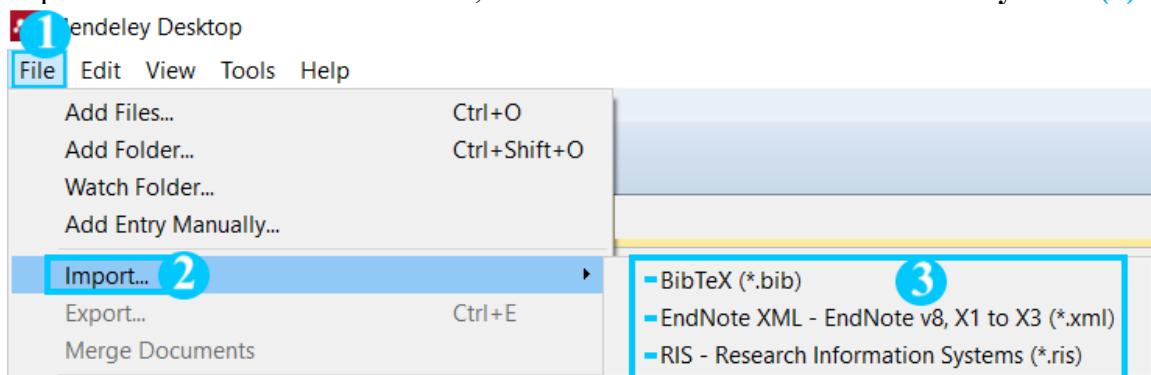


Screenshot 54 - Import from Google Scholar - 2

For detailed instructions on how to transfer the downloaded file to *Mendeley*, see the section titled "e) Import" The importing process is outlined below.

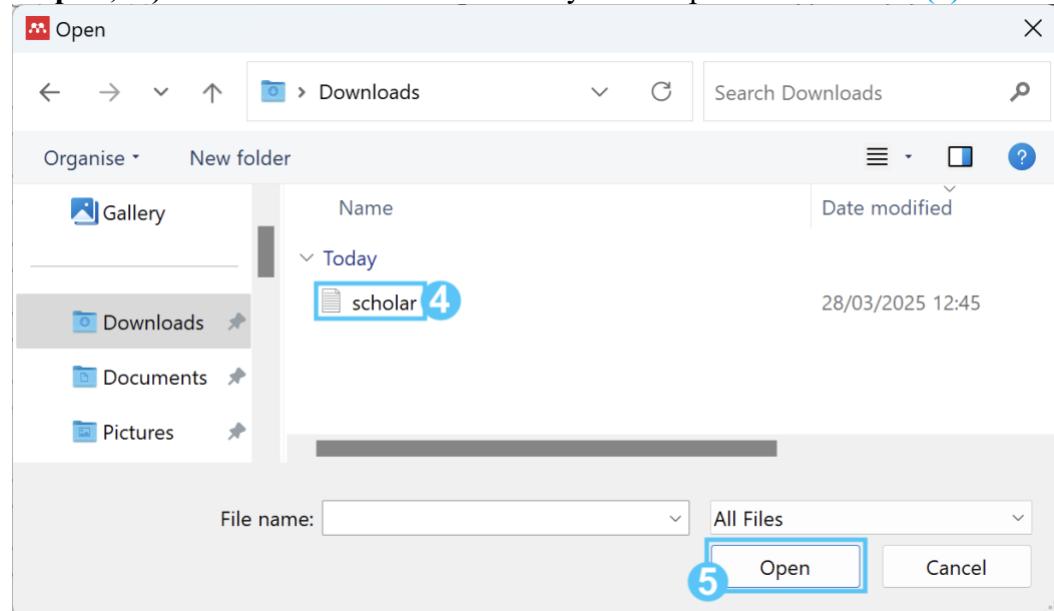
5 Steps for importing the downloaded reference file:

Steps 1, 2, 3-) Click on **File (1)** and then select **Import (2)** and choose the appropriate file type for import. For references from RefMan, select "**RIS – Research Information Systems (3)**".



Screenshot 55 - Import from Google Scholar - 3

Steps 4, 5-) Locate the downloaded file on your computer and select it (4) and click Open (5).



Screenshot 56 - Import from Google Scholar - 4

The source will now be imported and saved in *Mendeley*.

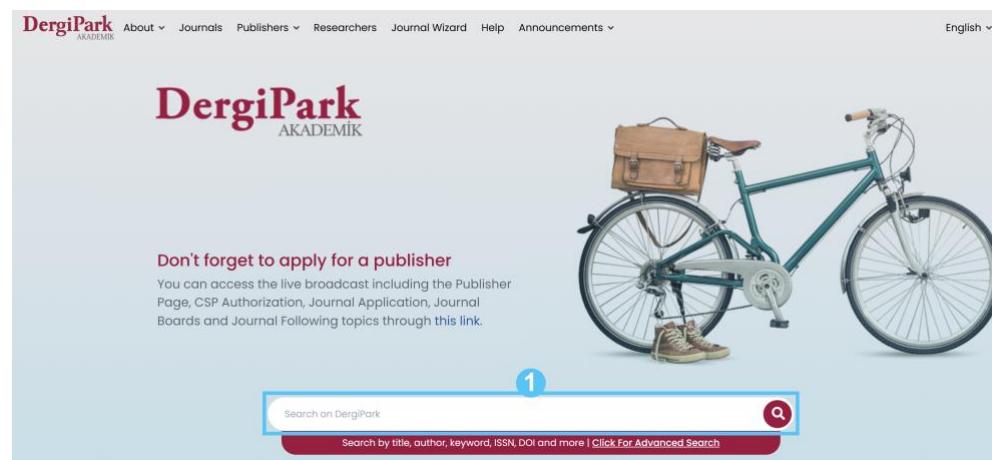
Additionally, sources on Google Scholar can also be saved directly using the “[1\) Mendeley Web Importer](#)”.

ii) DergiPark

References obtained from DergiPark can be saved to your computer using the “[1\) Mendeley Web Importer](#)”.

Follow these **7** steps:

Step 1-) Go to the DergiPark home page and enter your keywords to conduct a search **(1)**.



Screenshot 57 - Import from DergiPark - 1

Step 2-) Click on one of the search results (2).

Arama Sonuçları

kişisel verilerin

Toplam 31.518 sonuç (0.46 sn)

Gelişmiş Arama Rehberi

Makale 31.461 **Dergi** 43 **Araştırmacı** 13 **Yayınçı** 1

2

KİŞİSEL VERİLERİN İŞLENMESİ ŞARTLARI VE 6698 SAYILI KİŞİSEL VERİLERİN KORUNMASI KANUNUNUN RUHU OLARAK GENEL İLKELER

Umniiyahasghar YOSIF (2021), Selçuk Üniversitesi Adalet Meslek Yüksekokulu Dergisi, Cilt 4, Sayı 1, 2021, 1 – 22

- sonucu yanı kanunun ruhunu temsil etmektedir. 6698 sayılı *Kişisel Verilerin Korunması Kanunu* açısından bu
- sarakar bu hükümlerin nasıl uygulanacağı, uygulanırken dikkat edilmesi gereken hususları, yanı, *kişisel*
- Kişisel Verilerin Korunması Kanunu*da yer alan genel ilkelerle ve Avrupa Birliği Genel Veri Koruma
- Tüzüğünde düzenlenen benzer hükümlere bir arada yer verilmiştir. Bunun yanında, *kişisel* verilerin ve özel
- nitelikli *kişisel* verilerin işleme şartları hakkında da açıklama yapılmıştır.

Screenshot 58 - Import from DergiPark - 2

ARAŞTIRMA MAKALESI

KİŞİSEL VERİLERİN İŞLENMESİ ŞARTLARI VE 6698 SAYILI KİŞİSEL VERİLERİN KORUNMASI KANUNUNUN RUHU OLARAK GENEL İLKELER

Yıl 2021, Cilt: 4 Sayı: 1, 1 – 22, 31.07.2021

Umniiyahasghar Yosif *

Öz

Her hukuki düzenlemenin mevcudiyetinin temelinde, bu düzenleme yapılmış sonucunda elde edilmesi murat edilen bir amaç bulunmaktadır. Bahsi geçen amaç, yapılacak düzenlemenin özünü, hedeflenen sonucu yanı kanunun ruhunu temsil etmektedir. 6698 sayılı *Kişisel Verilerin Korunması Kanunu* açısından bu öz “Genel ilkeler” başlıklı 4’üncü madde olduğunu söylemek mümkündür. Her ne kadar bahse konu kanunun lafızında bu ilkeler genel ilkeler olarak adlandırılabilirler ise de bu ilkelerin muhtevallerini gereğî temel ilkeler olduğunu söylemek mümkündür. Bu ilkeler kanunda yer alan tüm hükümlerin etrafını sararak bu hükümlerin nasıl uygulanacağı, uygulanırken dikkat edilmesi gereken hususları, yanı, *kişisel* verilerin korunması hukukunun yapı taşlarını belirlemektedir. Bu çalışma kapsamında 6698 sayılı *Kişisel Verilerin Korunması Kanunu*da yer alan genel ilkelerle ve Avrupa Birliği Genel Veri Koruma Tüzüğünde düzenlenen benzer hükümlere bir arada yer verilmiştir. Bunun yanında, *kişisel* verilerin ve özel nitelikli *kişisel* verilerin işleme şartları hakkında da açıklama yapılmıştır.

Anahtar Kelimeler

genel ilkeler, *kişisel* veri, *kişisel* verilerin işlenmesi şartları

• MAKALE DOSYALARI

- Tam Metin

18 886 ☆ 0

Dergi Ana Sayfası Arşiv Cilt: 3 Sayı: 1 Cilt: 3 Sayı: 2 Cilt: 4 Sayı: 1 Cilt: 4 Sayı: 2 Cilt: 5 Sayı: 1

Share:

Screenshot 59 - Import from DergiPark - 3

Steps 3, 4, 5, 6-) When the new screen appears, click on the *Mendeley Web Importer* add-on (3) in your internet browser. In the add-on window, check the boxes (4) next to the resources you want to save. Choose the library section (5) where you would like to store these resources and click Add (6).

Mendeley

1 reference detected on page

4 **KİŞİSEL VERİLERİN İŞLENMESİ ŞARTLARI VE 6698 SAYILI KİŞİSEL VERİLERİN KORUNMASI KANUNUNUN RUHU OLARAK GENEL İLKELER PDF**

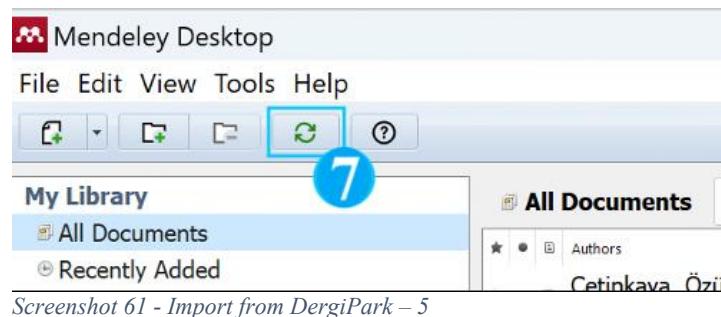
Araştırma Makalesi, Umniiyahasghar Yosif
Selçuk Üniversitesi Adalet Meslek Yüksekokulu Dergisi,
4, 1, 7 2021

View PDF

Screenshot 60 - Import from DergiPark - 4

The selected resources will be saved to your *Mendeley Web* library.

Click the synchronization button (7) in the *Mendeley Desktop* to save the resources from web to desktop.



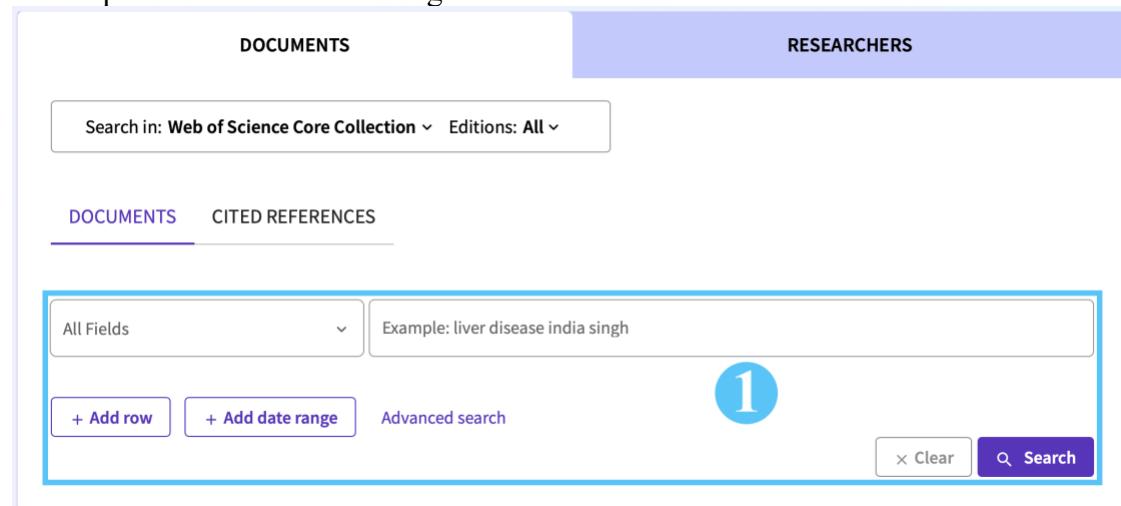
As an alternative method, you can save the references obtained from DergiPark directly to your computer and then “e) Import” them into *Mendeley Desktop*.

iii) Web of Science

References obtained from Web of Science can be saved to your computer and then transferred to *Mendeley Desktop*.

Here are the 7+ steps to save references from WoS:

Step 1-) Open the Web of Science website and perform your search (1). Note that access requires a subscription or connection through a subscribed institution's network.



Screenshot 62 - Import from Web of Science - 1

Steps 2, 3, 4-) Check the box(es) (2) next to the reference(s) you want to add to *Mendeley*, click on Export (3) and select RIS (other reference software) (4).

The screenshot shows a search results page from Web of Science. On the left, there are two entries: 'Bibliography of Libraria' (checked) and 'A Current Look at Libraria'. The first entry has a detailed abstract. On the right, an 'Export' menu is open, listing various formats like EndNote online, EndNote desktop, etc. The 'RIS (other reference software)' option is highlighted with a blue box and a large number '4' over it. To the right of the export menu, it says '5 References'. Below the export menu, there's a link 'Related records ?'.

Screenshot 63 - Import from Web of Science - 2

Steps 5, 6, 7-) In the search results, specify the references you want to save, again (5), select the bibliographic data titles you wish to download (6), click Export (7) to download the file to your computer (note that download permission might be required in your internet browser).

This screenshot shows a dialog box titled 'Export Records to RIS File'. It contains 'Record Options' where the radio button for 'You have selected 1 results for export' is selected (marked with a blue box and a large number '5'). Below are other options: 'All records on page' and 'Records from: 1 to 1000'. A note says 'No more than 1000 records at a time'. Under 'Record Content:', a dropdown menu is open, showing 'Author, Title, Source' (marked with a blue box and a large number '6'). At the bottom are 'Export' and 'Cancel' buttons, with 'Export' being highlighted with a blue box and a large number '7'.

Screenshot 64 - Import from Web of Science - 3

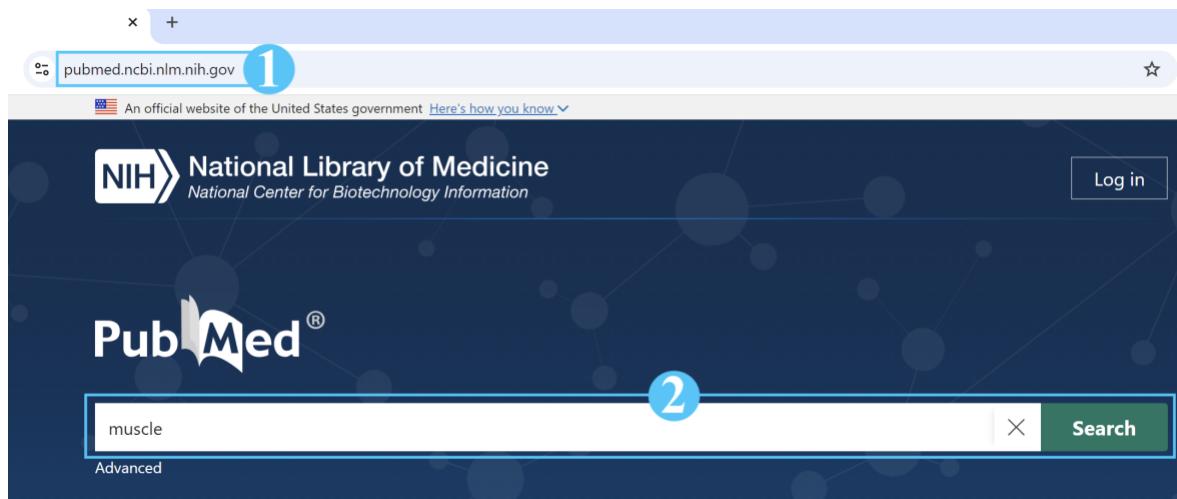
To this point, you should have followed the steps outlined in the “[e\) Import](#)” section and saved your reference(s) in *Mendeley*.

Alternatively, you can use the “[1\) Mendeley Web Importer](#)” to save references directly from Web of Science to *Mendeley Desktop*.

iv) PubMed

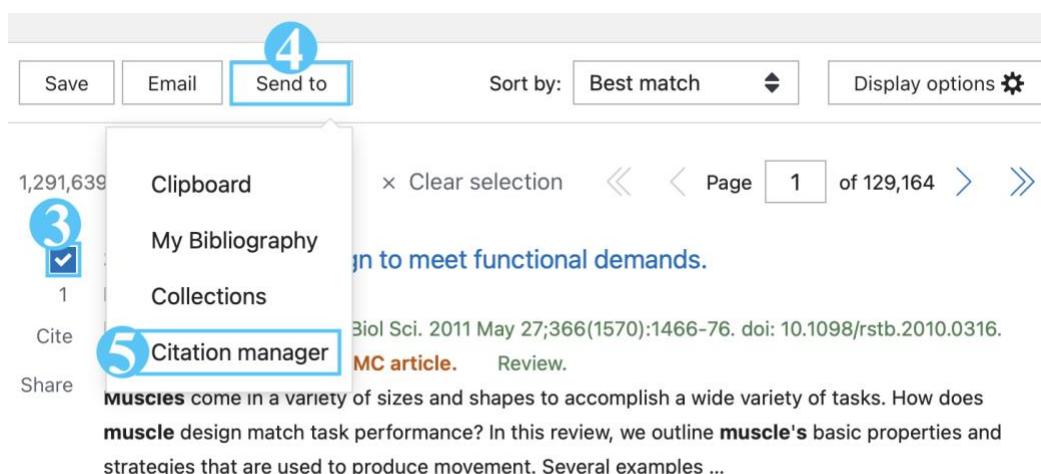
To save references from PubMed and import them into *Mendeley Desktop*, follow these **6+** steps:

Steps 1, 2-) Open the PubMed website (**1**) perform a search to find the references you need (**2**).



Screenshot 65 - Import from PubMed - 1

Steps 3, 4, 5-) Select the references you want to save by checking the boxes next to each one (**3**). Click on **Send to** and select **Citation manager** (**5**).



Screenshot 66 - Import from PubMed - 2

Step 6-) Click on **Create file (6)** to download the file to your computer. (Note: You may need to allow download permissions in your internet browser.)

Create a file for external citation management software



Screenshot 67 - Import from PubMed - 3

Step 7-) The file will be downloaded to your computer (7).



Screenshot 68 - Import from PubMed - 4

To this point, you should have followed the steps outlined in the “[e\) Import](#)” section and saved your reference(s) in *Mendeley Desktop*.

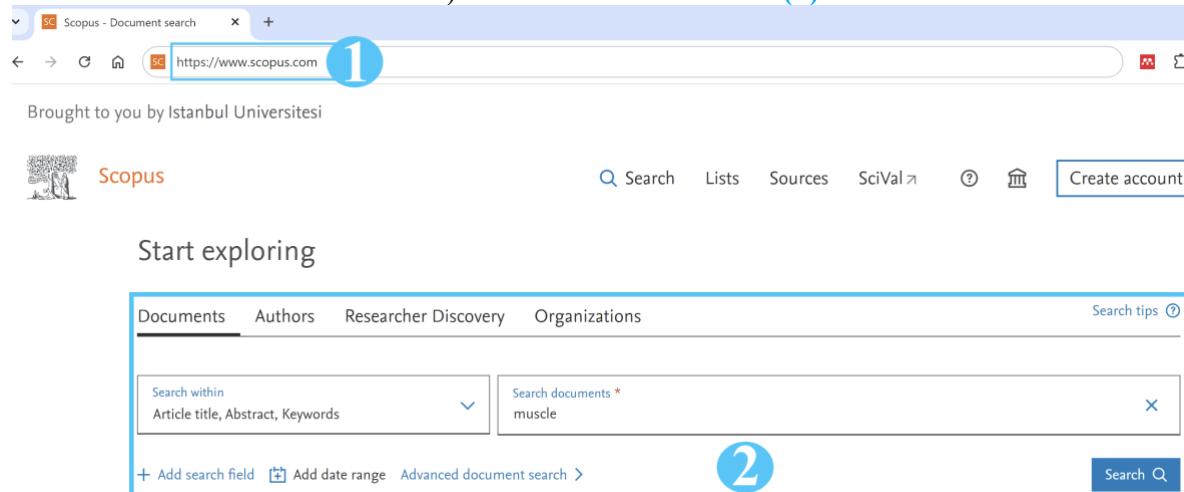
Alternatively, you can use the “[1\) Mendeley Web Importer](#)” to save references from PubMed into *Mendeley Desktop*.

v) Scopus

References obtained from Scopus can be saved to *Mendeley Web* and then synchronized to *Mendeley Desktop*.

Necessary 6 steps:

Steps 1, 2-) Access the Scopus database (1) (please note that access requires a subscription or a network of subscribed institutions) and search the database. (2).



Screenshot 69 - Import from Scopus - 1

Steps 3, 4-) Check the boxes (3) next to the resources you want to add to *Mendeley*. Click on the Export option (4).

1,129,817 documents found

4

3

All Export Download Citation overview More Show all abstracts Sort by Date (newest) ▾

Document title	Authors	Source	Year	Citations
Article • Open access A diminutive perivascular epithelioid cell tumor in the colon	Sugimura, N., Hirata, D., Iwatake, M., ... Fujimori, T., Sano, Y.	DEN Open, 5(1), e390	2025	0
Article Pregnancy Complications in Women with Uterine Fibroids and the Role of Stem Cells	Muruganantham, J.K., Veerabathiran, R.	Tanzania Journal of Health Research, 25(1), pp. 543–554	2024	0

Show abstract ▾ View at Publisher ▾ Related documents

Show abstract ▾ View at Publisher ▾ Related documents

Screenshot 70 - Import from Scopus - 2

Step 5-) Select *Mendeley* (5) as the destination for the export. This process transfers the documents to *Mendeley Web*.

File types

- CSV
- RIS
- BibTeX
- Plain text

Reference managers

- Mendeley 5
- Reftworks (RIS)
- Zotero (RIS)
- EndNote (RIS)

Platforms

- SciVal

Export ▾ Download

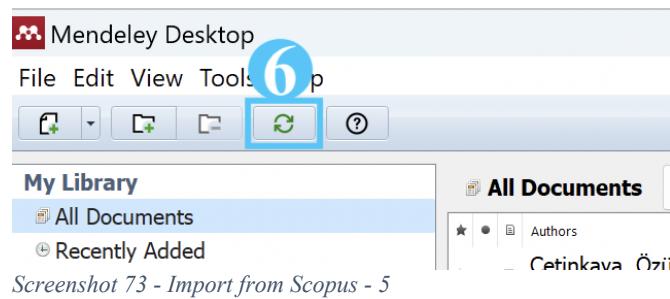
5

✓ The data for the 2 documents you selected has been exported to Mendeley. View in your Library ↗

Screenshot 72 - Import from Scopus - 4

Screenshot 71 - Import from Scopus - 3

Step 6-) Click the Sync (6) button in *Mendeley Desktop*. The recently added sources will be displayed in the **Recently Added** section.



By following these steps, you will successfully add sources from Scopus to *Mendeley Desktop*.

d) Other Websites

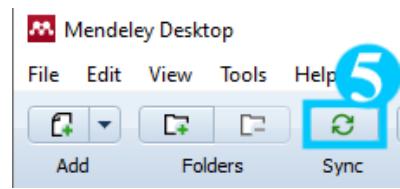
References from any website can be saved to the *Mendeley Desktop* library using the *Mendeley Web Importer*.

Here are the necessary 5 steps:

Steps 1, 2, 3, 4-) Click on the *Mendeley Web Importer* plugin on the relevant website (1). In the window that opens, check the boxes (2) next to the resources you want to save. Select the library section (3) where you want to save the resources and click Add (4). Website saved to the *Mendeley web library*.

Screenshot 74 - Import from Other Websites - 1

Step 5-) When the Sync (5) button is clicked in the *Mendeley Desktop* software, the source in the internet library is saved to the Desktop software.



Screenshot 75 - Import from Other Websites – 2

e) Import

Import, lets you save multiple references at once. Even references with detailed citation information—like title, author, year, edition, pages, ISBN, DOI, ISSN, PMID, article number, accession number, keywords, abstract, notes, accession date, translated title, reference type, tags, notes, and more—can be saved in one step, no matter how many there are.

This feature lets you add documents from your computer or export files from databases (e.g. Web of Science, PubMed, WorldCat etc.). Supported file types in *Mendeley Desktop* include:

- .doc/.docx, .odt, pdf .txt, rtf, tab delimited etc. document files.
- ris, xml, .bib, .nbib, zotero sqlite and other bibliographic databases (wos, pubmed, ovid etc.) data files.

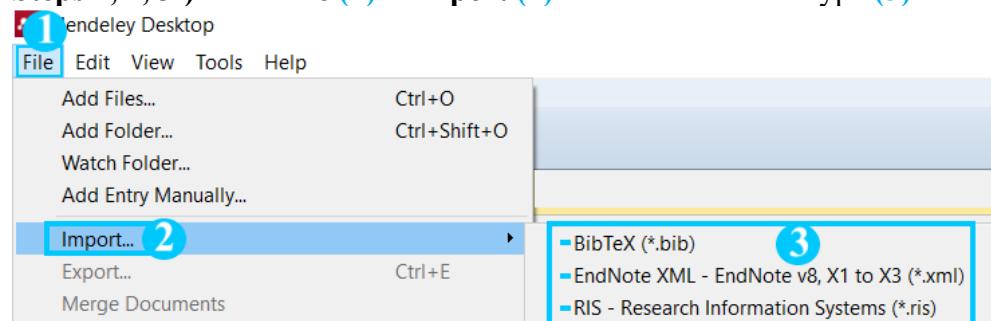
Files must include properly formatted bibliographic data to be saved as references.

After import, use “ii) Merging Duplicate References” to remove duplicates and keep only unique entries.

You can import files in two ways, Drag and Drop and Using Menus.

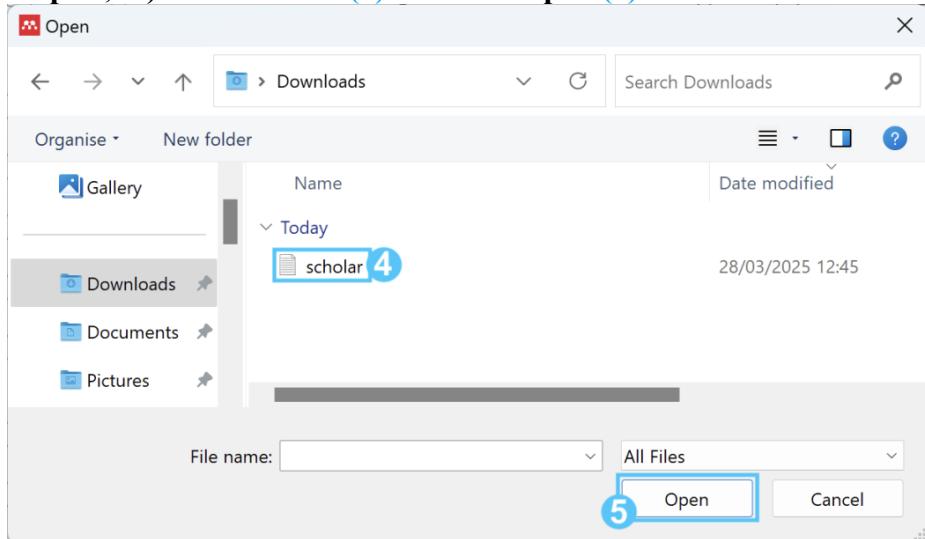
To import via menus (4 steps):

Steps 1, 2, 3-) Click File (1) > Import (2) and choose the file type (3).



Screenshot 76 - Import Menu - 1

Steps 4, 5-) Select the file (4) and click Open (5).



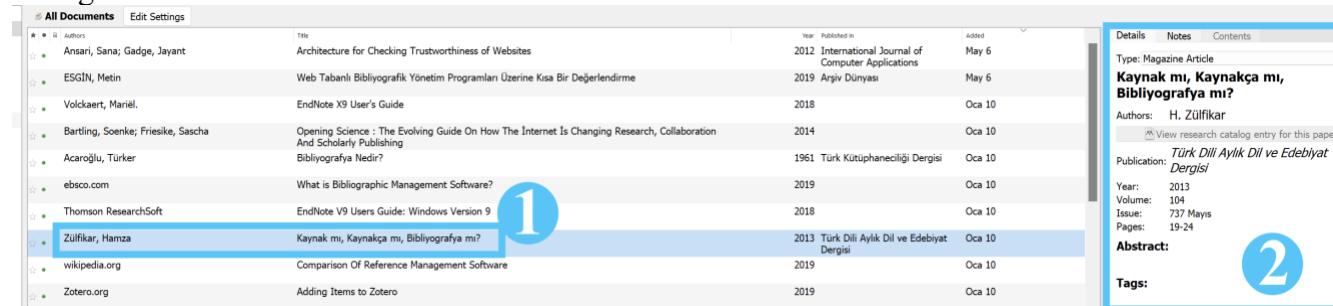
Screenshot 77 - Import Menu - 2

The reference is now imported and saved to your library.

III. LIBRARY FEATURES

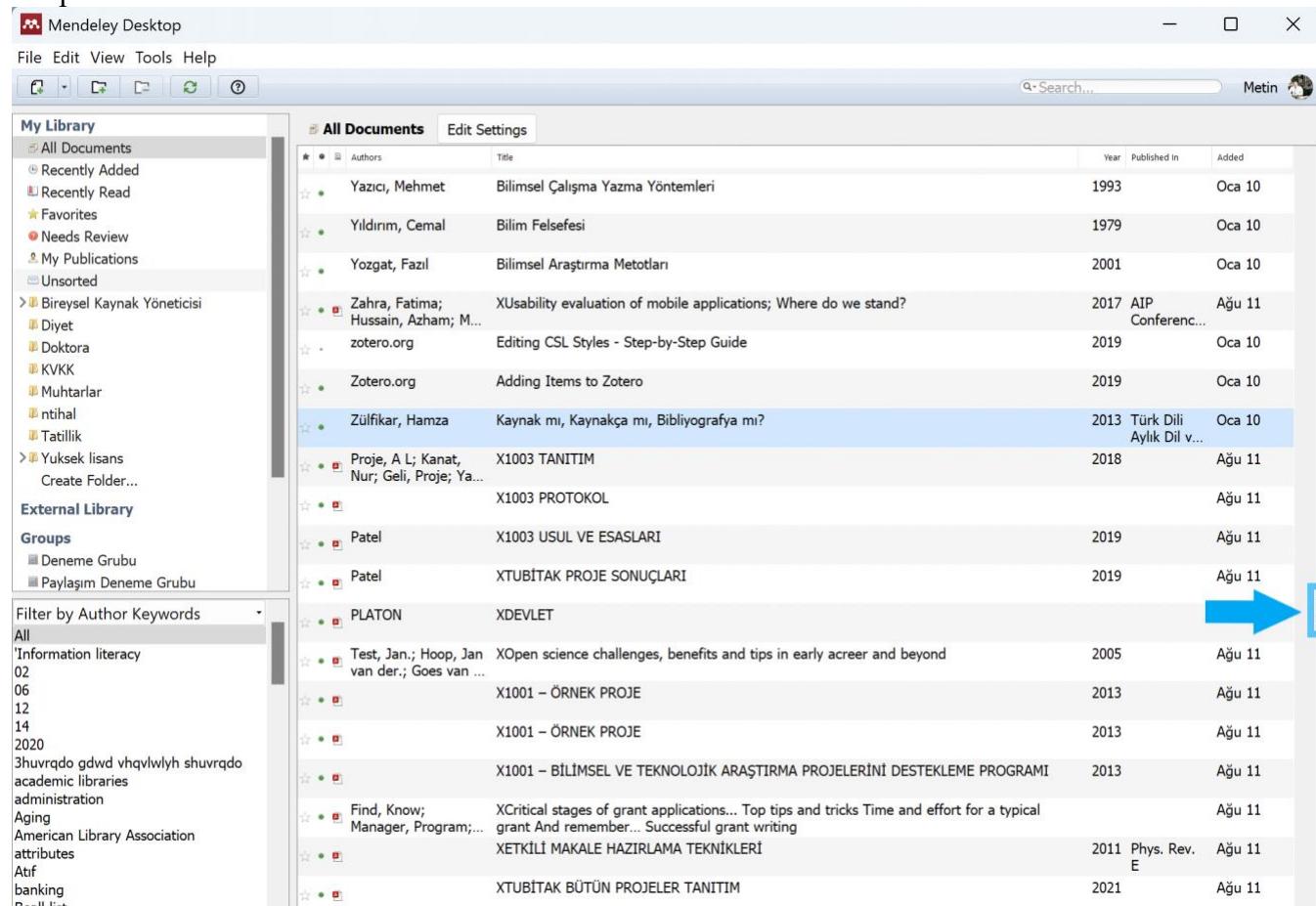
a) Editing a Reference

Click the reference in the center panel, then update its details or add a file using the panel on the right.



Screenshot 78 - Reference Editing - 1

If the details panel 2 is hidden, click the arrow-marked button shown in the screenshot below to open it.



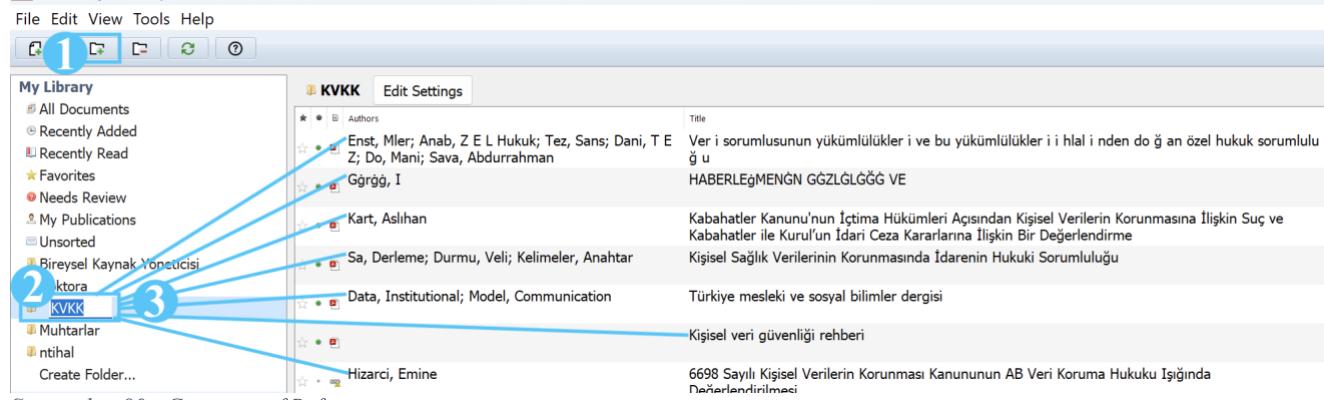
Screenshot 79 - Reference Editing - 2

i) Grouping References

Organise your library by creating folders:

Here are necessary **3** steps:

Steps 1, 2, 3- Click on **Folders+** (1) and name the new folder (2). Drag and drop references into it (3).



Screenshot 80 - Grouping of References

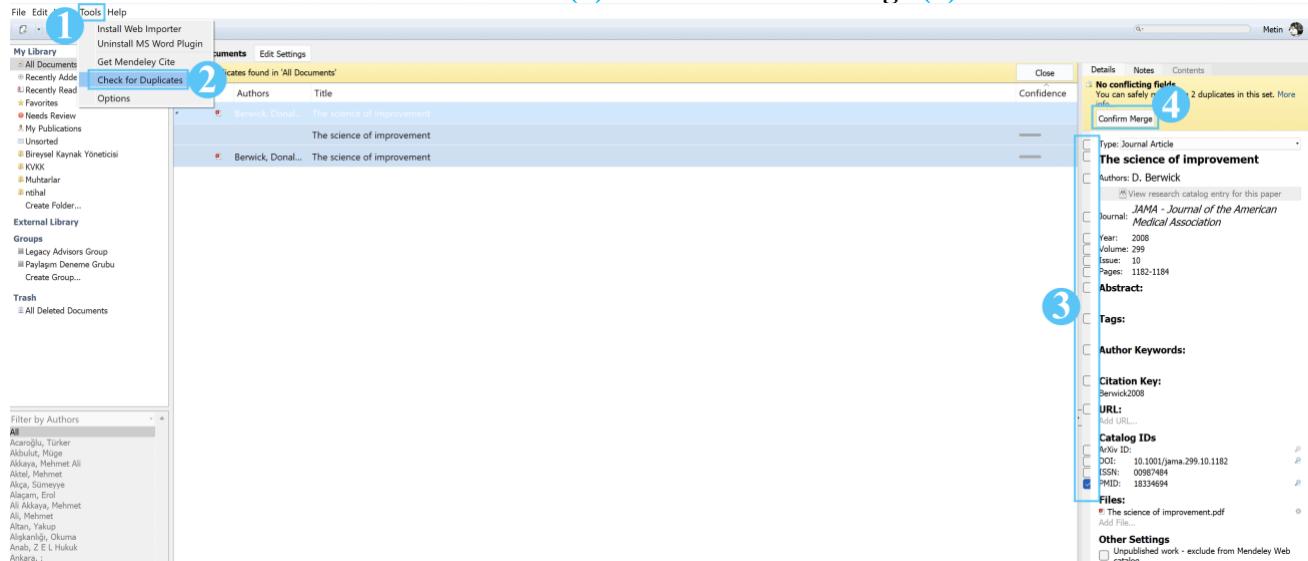
References are now grouped by folder for easier access.

ii) Merging Duplicates

If the library has duplicate references, they can be automatically detected and merged.

Here are necessary **5** steps:

Steps 1, 2, 3, 4- Click **Tools** (1) select **Check for Duplicates** (2). Choose the info to keep from the detail boxes or use the automatic selection. (3). Click **Confirm Merge** (4).

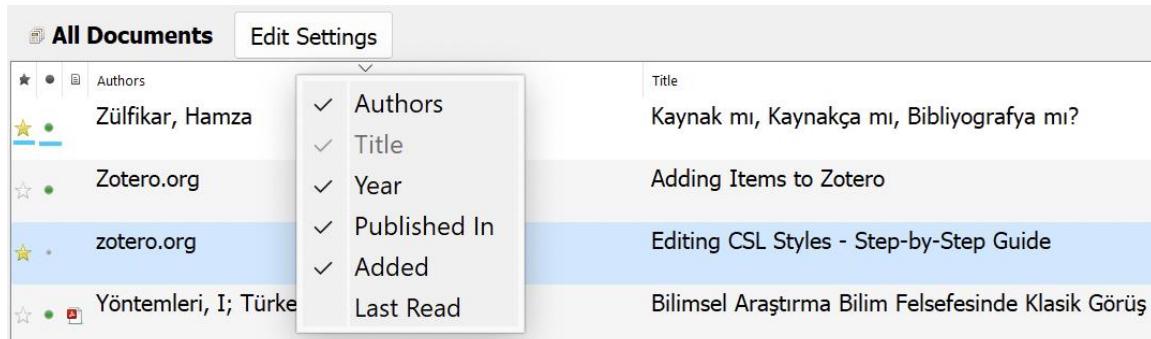


Screenshot 81 - Merging Duplicate References

The duplicate references are now merged.

iii) Customize the Library

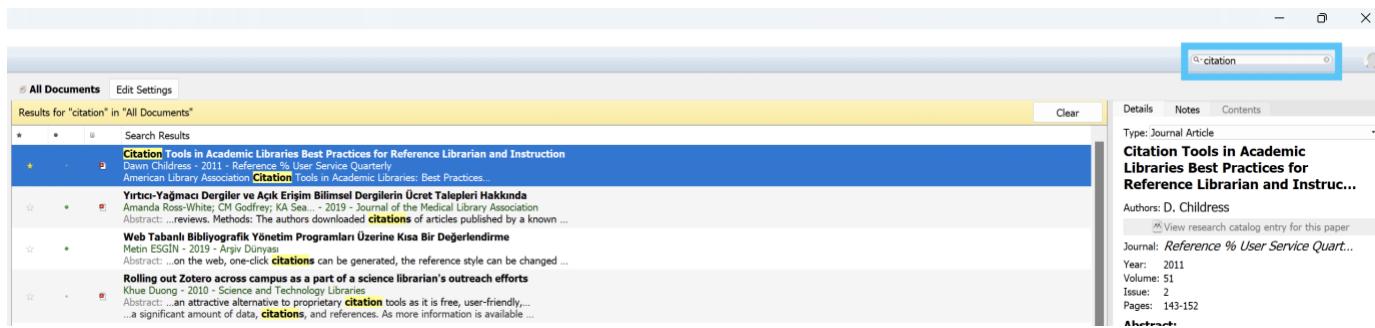
You can mark references with a star or green circle. Right-click the top ribbon to show or hide fields like **Author**, **Year**, **Published In**, **Added**, or **Last Read**.



Screenshot 82 - Customize the Library

iv) Search

Type a keyword in the search bar to see results listed in the center.



Screenshot 83 - Searching for References in the Library

v) Filter

Enter tags in the **Tags (1)** field under reference details. All tags appear in the Tags list (2), where you can click or search to find tagged references (Esgin, 2019, p. 100).

The screenshot shows the Mendeley Desktop application window. On the left, there's a sidebar with 'My Library' and 'External Library' sections. The main area displays a list of 'All Documents' with columns for Title, Year, Published in, and Added. On the right, there are detailed sections for 'Details', 'Notes', and 'Contents'. A 'Tags' input field is visible at the top right. A 'Filter by Author Keywords' dropdown menu is open on the left, listing various keywords like 'Information literacy', 'Academic libraries', 'Administration', etc. A large blue circle labeled '2' covers the dropdown menu, and another blue circle labeled '1' covers the 'Tags' field.

Screenshot 84 - Library Filtering

b) PDF Viewing and Annotation

The screenshot shows the Mendeley Desktop application window. On the left, there's a sidebar titled 'My Library' containing categories like 'All Documents', 'Recently Added', 'Recently Read', 'Favorites', 'Needs Review', 'My Publications', 'Unsorted', and several folder icons. The main area has tabs for 'All Documents' and 'Edit Settings'. Below these tabs is a table listing documents with columns for Title, Year, and Published In. The first few rows include:

	Title	Year	Published In
Tezi, Doktora	Türk anayasa mahkemesi ve avrupa insan hakları mahkemesi kararları işliğinde kişisel verilerin korunması	2019	
Thomson ResearchSoft	EndNote V9 Users Guide: Windows Version 9	2018	
Toprak, Ziya	Türkiye'de Akademik Yazı : İntihal ve Özgünlük	2017	Boğaziçi Üniversitesi Eğitim Dergisi
Türker, M Volkan	Bilimsel Araştırma Bilim Felsefesinde Klasik Görüş	2011	
UÇAK ÖZENÇ, Nazan; BİRİNÇİ, ...	Bilimsel etik ve intihal	2008	Türk Kütüphaneçiliği
Ursachi, Leenuta	Redefining the reference librarian in the university environment	2020	Romanian Journal of Library and Information Science
Üni, Marmara; Bilimler Enst, Sos...	KÖY İDARESİNÉ YÖNELİK KANUN TASARISI'NDAKİ DÜZENLEMELER Rüveyda KIZILBOĞA	2011	

Screenshot 85 - Taking Notes on PDF in the Library - 1

Click the PDF icon in Mendeley to open the file.

Use **Highlight** (right-click) to colour text with various colours. Click **Add note...** to write notes on the PDF.

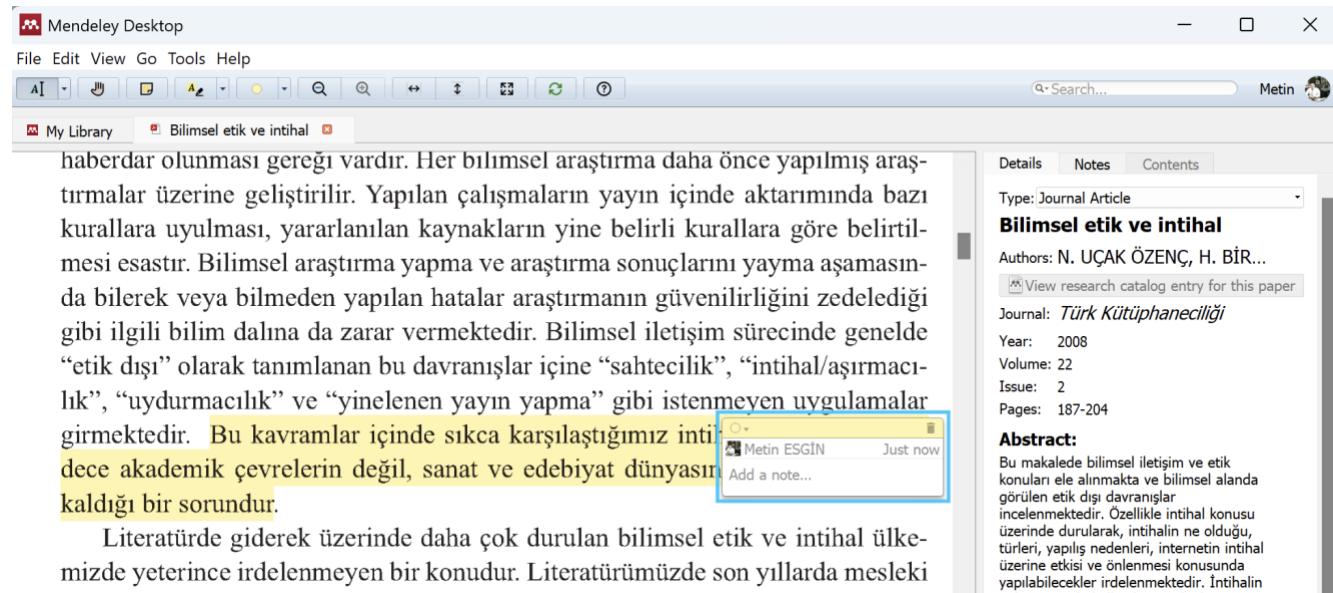
The screenshot shows the Mendeley Desktop interface with a PDF document open. The PDF content discusses plagiarism and academic integrity. A portion of the text is highlighted in blue. A context menu is open over the highlighted text, showing options: 'Add note...', 'Highlight', and 'Copy'. To the right of the PDF viewer, there's a detailed view of the article's metadata, including the type (Journal Article), authors (N. UÇAK ÖZENÇ, H. BİR...), journal (Türk Kütüphaneçiliği), year (2008), volume (22), issue (2), and pages (187-204). There are also sections for 'Abstract' and 'Topics'.

haberdar olunması gereği vardır. Her bilimsel araştırma daha önce yapılmış araştırmalar üzerine geliştirilir. Yapılan çalışmaların yayın içinde aktarımında bazı kurallara uyulması, yararlanılan kaynakların yine belirli kurallara göre belirtilmesi esastır. Bilimsel araştırma yapma ve araştırma sonuçlarını yamma aşamasında bilerek veya bilmeden yapılan hatalar araştırmanın güvenilirliğini zedelediği gibi ilgili bilim dalına da zarar vermektedir. Bilimsel iletişim sürecinde genelde "etik dışı" olarak tanımlanan bu davranışlar içine "sahtecilik", "intihal/aşırımacılık", "uydurmacılık" ve "yinelenen yayın yapma" gibi istenmeyen uygulamalar girmektedir. Bu kavramlar içinde sıkça karşılaştığımız intihal (plagiarism) saade akademik çevrelerin değil, sanat ve edebiyat dünyasının da karşı karşıya kaldığı bir sorundur

Literatürde giderek konuların daha çok durulan bilimsel etik ve intihal ülke konudur. Literatürümüzde son yıllarda mesleki etikle ilgili çalışmalara önceki yıllara oranla daha sık rastlamasına rağmen, intihal konusunda yapılan araştırmaların sayısı oldukça yetersizdir. Üniversite ve

Screenshot 86 - Taking Notes on PDF in the Library - 2

Write notes in the box that appears. They're saved automatically when you click elsewhere—no save button needed.



Click a saved note to open options. You can colour, edit, copy, or delete the note.

“etik dışı” olarak tanımlanan bu davranışlar içine “sahtecilik”, “intihal/aşırmacılık”, “uydurmacılık” ve “yinelenen yayın yapma” gibi istenmeyen uygulamalar girmektedir. Bu kavamlar içinde sıkça karşılaştığımız intihal (plagiarism) sadece akademik çevrelerin değil, sanat ve edebiyat dünyasının da karşımıza kıldığı bir sorundur.

Literatürde giderek üzerinde daha çok durulan bilimsel etik ve intihal ülke-

Screenshot 88 - Taking Notes on PDF in the Library – 4

c) Backup and Share

i) Backup

You can export and save all or selected references from *Mendeley*.

Here are necessary 6 steps:

Step 1-) Select records in the Mendeley library (1).

The screenshot shows the Mendeley Desktop application window. On the left, there's a sidebar with 'My Library' sections like 'All Documents', 'Recently Added', 'Recently Read', 'Favorites', 'Needs Review', 'My Publications', 'Unsorted', 'Bireysel Kaynak Yöneticisi', 'Create Folder...', 'External Library', and 'Groups'. Below that is a 'Filter by Author Keywords' dropdown menu with many search terms listed. The main area is titled 'All Documents' and shows a list of 191 selected documents. The columns are 'Title', 'Year', 'Published In', and 'Added'. A large blue circle with the number '1' is overlaid on the right side of the document list.

Title	Year	Published In	Added
programlarının incelenmesi, karşılaştırılması ve yapılabilece...	2019	Arşiv Dünyası	May 6
Web Tabanlı Bibliyografik Yönetim Programları Üzerine Kısa Bir Değerlendirme			
Getirdikleri, V E; Verileriniz, Kişisel	1960		Oca 8
Kişisel verileri korunma kanunu ve getirdikleri			
Görög, I	1984		Oca 8
HABERLEğMENĞN GGZLĞLĞĞ VE			
Gökçen Kutsal, F. Yesim	2019	Journal of Anesthesiology and Reanimation Specialists' Soci...	Oca 10
Evrensel Bilimin Paylaşımında Dergiler ve Kongreler			
Greene, Jan; Bush, Haydn	2012	Trustee : the journal for hospital governing boards	Oca 10
Gürpinar, Damla	2017	Dokuz Eylül Üniversitesi Hukuk Fakültesi Dergisi	Oca 8
Kişisel Verilerin Korunamasından Doğan Hukuki Sorumluluk			
Haberler, Anasuya; Yılmaz, İ	2022		Oca 8
Harrison, Mary; Summerton, Stephen	2005	New Review of Academic Librarianship	Oca 10
Hatipoğlu, Selami	2019		Oca 8
Kişisel verilerin korunması ve idarenin sorumluluğu			
Henkoğlu, Türkay; Uçak, Nazan Özenc	2015	Bilgi Dünyası	Oca 8
Hızırcı, Emine	2019		Oca 8
6698 Sayılı Kişisel Verilerin Korunması Kanununun AB Veri Koruma Hukuku İşliğinde Değerlendirilmesi			
Kağıtçıoğlu, Mutlu		Kişisel verileri koruma kurumuna idare hukuku çerçevesinde bir bakış	Oca 8
Karasar, Niyazi	1986	Bilimsel Araştırma Yöntemi : Kavramlar, İlkeler, Teknikler	Oca 10
Karatekin	2015	Hemşirelik Bilgi Okuryazarlığı Yeterlik Standartları* Ekim 2013'te ACRL Yönetim Kurulu tarafından kabul edilmiştir. M...	Oca 2
Üniversitesi Bilgi v...		Dijital Yerliler Bilgi Becerilerinin Kazandırılmasında Çocuk Kütüphaneleri / The Role of Children's Libraries in Gaining ...	Oca 2
Karatekin, Çankırı;		Kabahatler Kanunu'nun İcİtma Hükümleri Açısından Kişisel Verilerin Korunmasına İlişkin Suç ve Kabahatler İle Kurul'un...	Oca 8
Bilgi Ve Belge, Üni...		Kişisel Verilerin Korunması: Türk Bankacılık Sektörü Üzerine Kavramsal Bir Değerlendirme	Oca 8
Kart, Aslıhan	2019	Avrupa Birliği Veri Koruma Direktifi Ekseninde Hassas Veriler ve İşlenmesi	Oca 8
Kartal, Mustafa	2018	E-Devlet Uygulamalarında Kişisel Verilerin Korun(ma)ması Uluslararası Ekonomi ve Yenilik Dergisi	Oca 8
Tevfik		Anayasal Bir Hak Olarak Kişisel Verilerin Korunması Ankara Üniversitesi Hukuk Fakültesi Dergisi	Oca 8
Kaya, Cemil	2010		Oca 8
		Kişisel Verilerin Korunması: Türk Bankacılık Sektörü Üzerine Kavramsal Bir Değerlendirme	Oca 8
Ketizmen, Muammer	2007	XII. Türkiye'de İnternet Konferansı	Oca 8
		Anayasal Bir Hak Olarak Kişisel Verilerin Korunması Ankara Üniversitesi Hukuk Fakültesi Dergisi	Oca 8
Kılıç, Doğan	2012		Oca 8
		Türkiye'de Kişisel Verilerin Korunması Politikasının Analizi	Oca 8
KUTLU, Önder	2017		Oca 8
		Küzeci, Elif	Oca 8
		Anayasal bir hak: Kişisel Verilerin Korunması*	Oca 8
Luck, David Johnston.	2014	Marketing research [by] David J. Luck, Hugh G. Wales [and] Donald A. Taylor.	Oca 8

71 of 191 documents selected

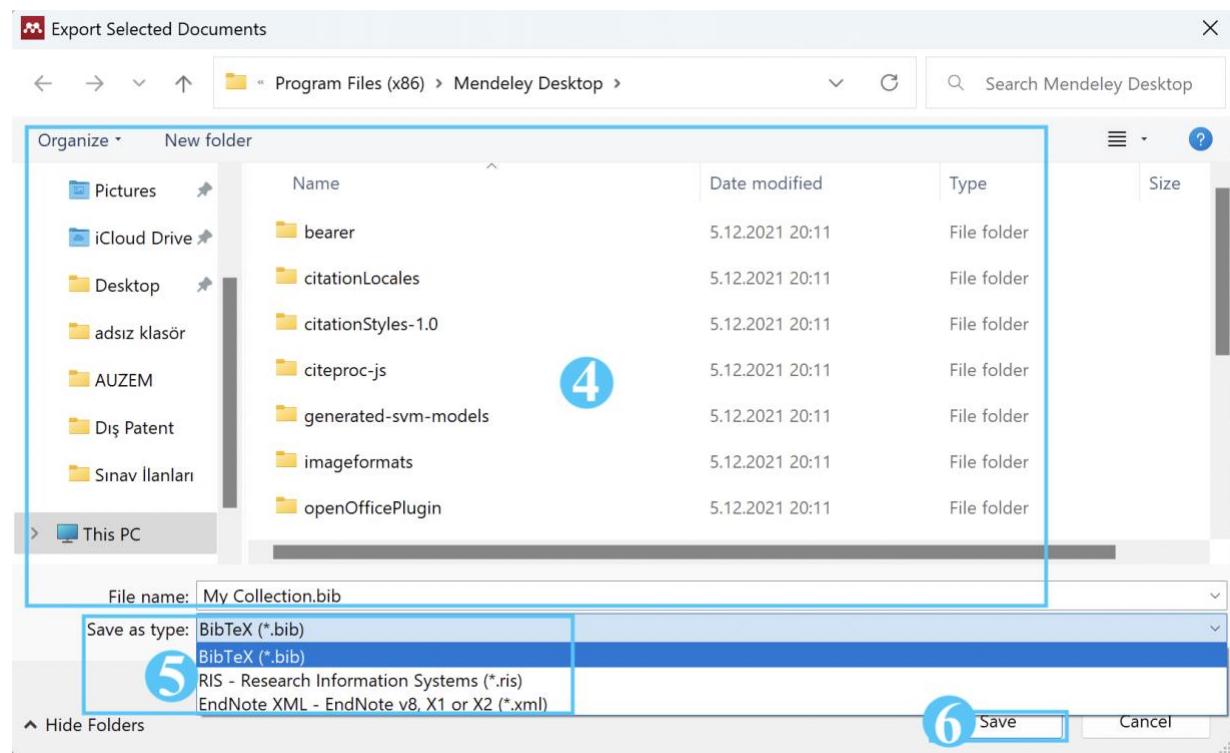
Screenshot 89 - Backup References - 1

Steps 2, 3-) Click File (2) and then Export (3).

The screenshot shows the Mendeley Desktop application window with the 'File' menu open. The menu items are: File (highlighted with a blue circle containing '2'), Edit, View, Tools, Help, Add Files..., Add Folder..., Watch Folder..., Add Entry Manually..., Import..., Export... (highlighted with a blue circle containing '3'), Merge Documents, Export PDF(s) with Annotations..., Delete Documents, Remove from Folder, Rename Document Files..., Synchronize Library, Sign Out (esgin.metin@gmail.com), and Quit. The 'Ctrl+E' keyboard shortcut is shown next to the 'Export...' item.

Screenshot 90 - Backup References - 2

Steps 4, 5, 6-) Choose the export location (4), file type (5), and click Save (6).



Screenshot 91 - Backup References - 3

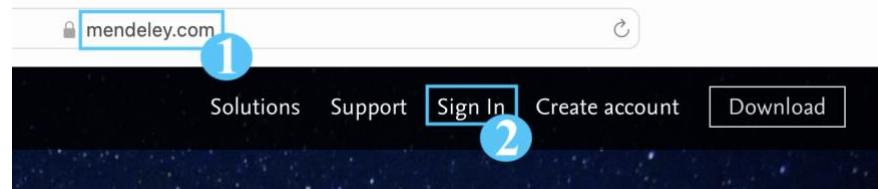
Your selected references are now backed up.

ii) Sharing with Others

You can share all or selected references with other *Mendeley* users.

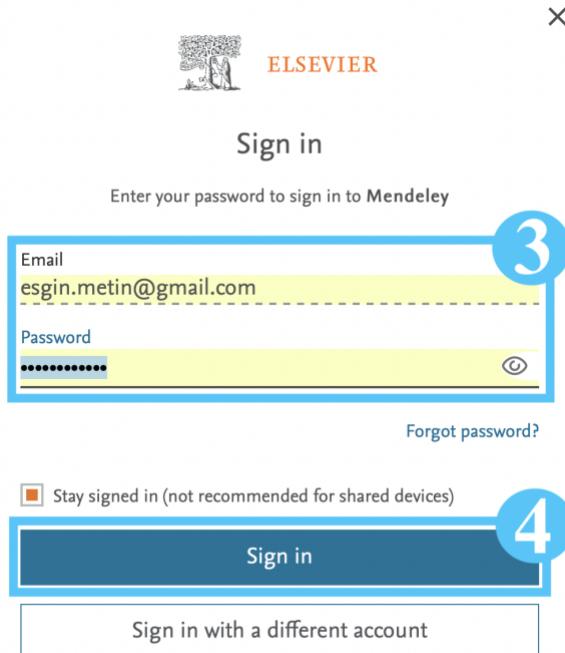
Here are necessary **11** steps:

Steps 1, 2-) Go to mendeley.com (1) website and click Sign In (2).



Screenshot 92 - Sharing the Reference Library with Other Users - 1

Steps 3, 4-) Enter your *Mendeley* username and password (3), then click **Sign In** (4).



Screenshot 93 - Sharing the Reference Library with Other Users - 2

Step 5-) Click **Library** (5) next to your username.



Screenshot 94 - Sharing the Reference Library with Other Users - 3

Steps 6, 7-) In the **Groups** section (bottom-left), create a new group or use an existing one. Right-click a group name (6) and click **Manage Group** (7).

The screenshot shows the 'GROUPS' section of the Mendeley interface. On the left, a context menu is open over a group named 'Deneme Grubu'. The menu items are: 'Manage Group' (highlighted with a blue circle labeled '7'), 'Rename Group', and 'Delete Group'. Below the menu, there is a 'New Collection' option. To the right, a list of groups is shown, each with a star icon, a checkmark icon, and a member count. The groups listed are: 'Çaparlar C, Dönmez A' (1 member), 'Greene J, Bush H' (1 member), 'Marshall M, Pronovost P, Dixon-Woods M' (1 member), 'Mehmet GÖKÜŞ D, Erdal BAYRAKCI Y, Hakan A...' (1 member), 'Bal P, Hüseyin AYGÜL A, Tuna UYSAL A, Oğuz A' (1 member), 'Özdem G' (1 member), 'Sciences S' (1 member), and 'Terzil M' (1 member).

Screenshot 95 - Sharing the Reference Library with Other Users - 4

Steps 8, 9, 10-) Click **Invite members** (8), enter emails (9), and click **Send invites** (10).

Deneme Grubu Owner
Created 16.05.2022
1 / 100 Invite members 8

Members (1) Pending Invites (0)

Invite colleagues to join and connect with like-minded researchers in institutions from all over the world so that you can combine your knowledge and find new avenues for research

Metin ESGİN Owner Joined 16.05.2022

Screenshot 96 - Sharing the Reference Library with Other Users - 5

INVITE MEMBERS TO

Deneme Grubu Owner Created 5/16/2022 1 / 100

Email addresses
xyz@gmail.com 9

Enter each email address on a separate line

98/99 invites left

Send invites 10 Cancel

Screenshot 97 - Sharing the Reference Library with Other Users - 6

Mendeley Desktop

File Edit View Tools Help

Add Folders Sync Help

All Documents Edit Settings

Authors	Title	Year
Tarakg, Muhammet	Zotero ve Mendeley ile Atıf Sorunlarının Çözümü	2023
Ross-White, Amanda; Godfrey, Christina M.; Sears...	Yırtıcı-Yağmacı Dergiler ve Açık Erişim Bilimsel Dergilerin Ücret Talepleri Hakkında	2019
ebsco.com	Yeditepe üniversitesi hukuk fakültesi dergisi	2017
ESGIN, Metin	What is Bibliographic Management Software?	2019
Enst, Mler; Anab, Z E L Hukuk; Tez, Sans; Dani, T E Z; Do, ...	Web Tabanlı Bibliyografik Yönetim Programları Üzerine Kısa Bir Değerlendirme	2020
Harrison, Rachel; Flood, Derek; Duce, David	Ver i sorumlusun yükümlülükler i ve bu yükümlülükler i hla iinden do g an özel hukuk sorumlulu g u	2013
Weichbroth, Pawel	Usability of mobile applications: literature review and rationale for a new usability model	2020
Zahra, Fatima; Hussain, Azham; Mohd, Haslina	Usability evaluation of mobile applications; Where do we stand?	2017
Üniversitesi, Atatürk; Fakültesi, Edebiyat; ve Belge...	University Libraries in Turkey: A Quantitative Assessment According to Standards and Manager Opinions Türkiye'de Üniversite Kütüph...	2011
Alişkanlığı, Okuma; Ankara, :; Örneği, Üniversitesi; Odabaş...	Üniversite Öğrencilerinin Coşkun POLAT *** Öz	2008
Henkoğlu, Türkay; Uçak, Nazan Özenc	Üniversite Kütüphanelerinde Kişisel Verilerin Korunması	2015

My Library

- All Documents
- Recently Added
- Recently Read
- Favorites
- Needs Review
- My Publications
- Unsorted
- Bireysel Kaynak Yöneticisi
- Diyet
- Doktora
- KVKK
- Create Folder...

External Library

Groups

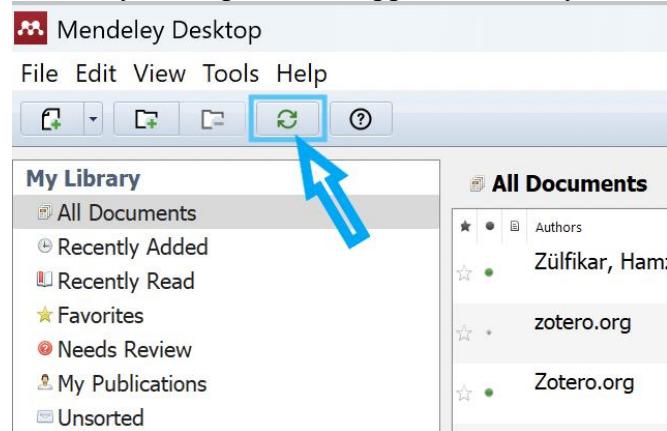
- Deneme Grubu
- Paylaşım Deneme Grubu 11
- Zin Advisors Group
- Create Group...

Screenshot 98 - Sharing the Reference Library with Other Users - 7

Drag and drop references into the group (11) to share. Changes sync with Mendeley Web. Sharing is now complete.

iii) Internet Synchronization

Click the **Sync** button to sync references and PDFs between *Mendeley Desktop* and mendeley.com updates are applied both ways.



Screenshot 99 - Mendeley Desktop and Internet Account Synchronization

Note: You must have a mendeley.com account and be logged into *Mendeley Desktop* for syncing.

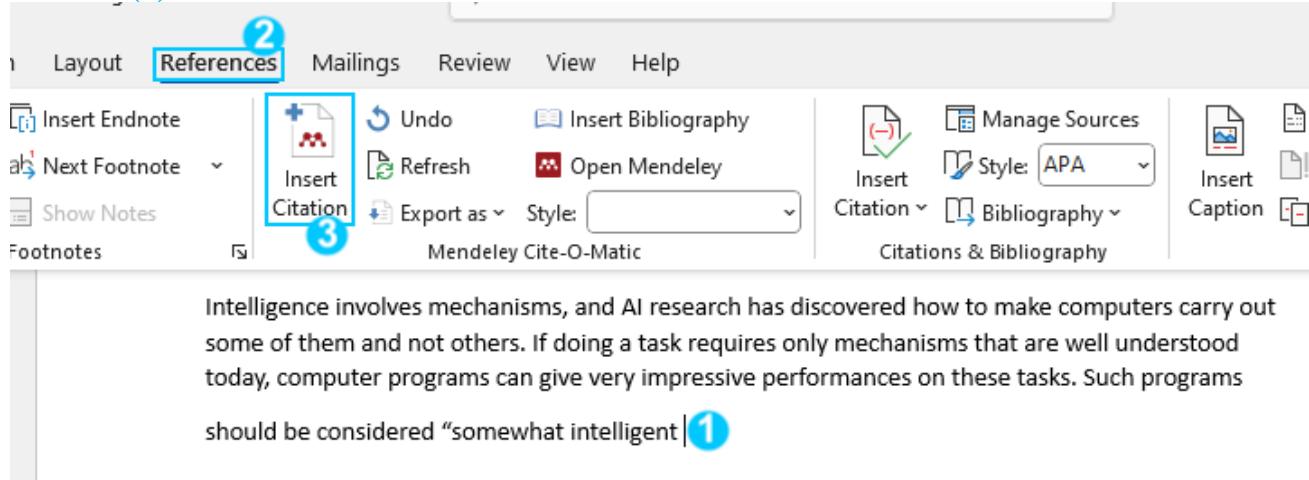
IV. CITATION AND REFERENCES

a) Creating and Editing Citations

i) Creating Citations

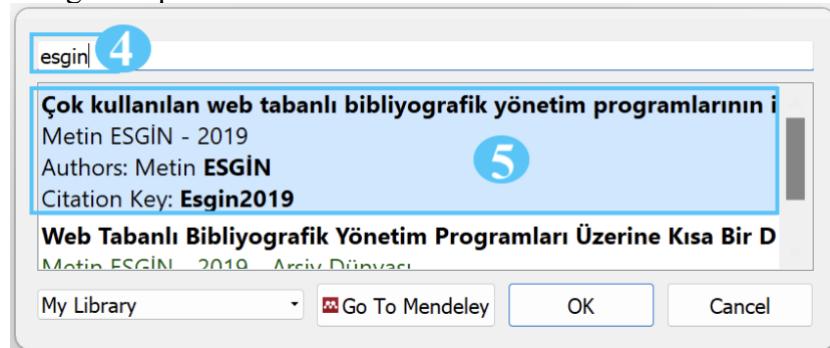
To insert a citation or footnote into a document (8 steps):

Steps 1, 2, 3-) Place the cursor where you want the citation (1), click **References** (2), then **Insert Citation** (3).



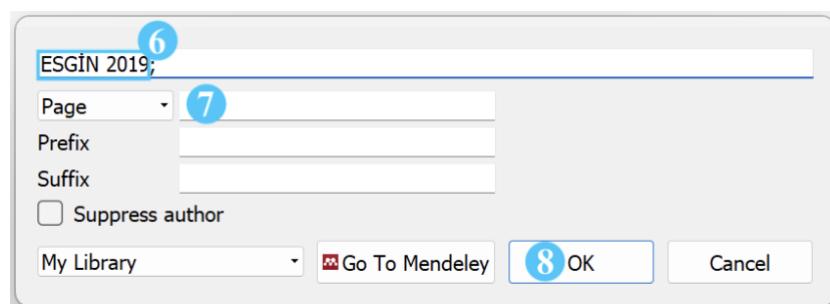
Screenshot 100 - Creating Citations / Footnotes - 1

Steps 4, 5-) In the window that opens, type citation info (4) and select the reference (5). Repeat if citing multiple sources.



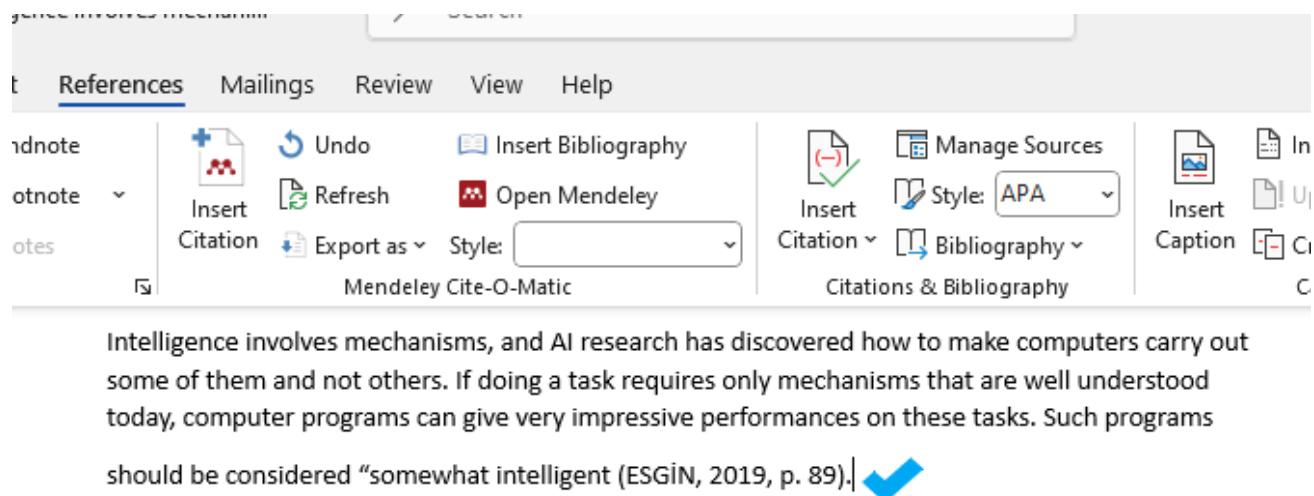
Screenshot 101 - Creating Citations / Footnotes - 2

Steps 6, 7, 8-) To add page numbers, click the reference name (6), enter the page in the **Page** field (7), and click **OK** (8).



Screenshot 102 - Creating Citations / Footnotes - 3

The citation will appear in the chosen style (e.g., APA, Chicago).



Screenshot 103 - Creating Citations / Footnotes - 4

Note: In-line or footnote format depends on the selected citation style.

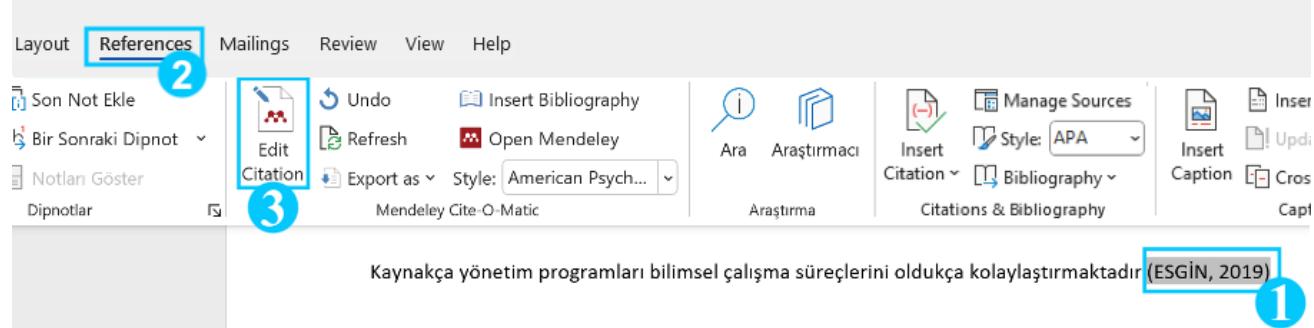
The steps for creating a bibliography are explained in section “[b\) Creating and Editing a Bibliography](#)”.

ii) Citation Editing

You can update or add more citations to an existing one.

Here are necessary steps 7 steps:

Steps 1, 2, 3- Click the citation/footnote (1), go to **References** (2), and select **Edit Citation** (3).



Screenshot 104 - Citation / Footnote Editing - 1

Steps 4, 5, 6, 7- In the window, type the reference info to edit or add (4), enter/edit a page number (5), check **Suppress author** if needed (6), and click **OK** (7).

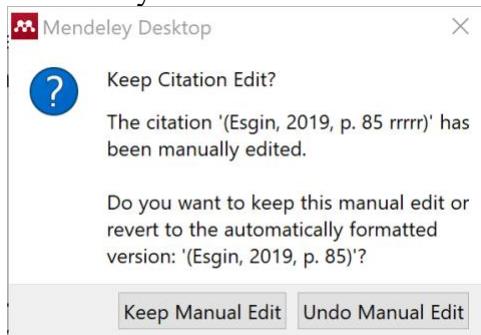


Screenshot 105 - Citation / Footnote Editing - 2

The citation is now updated.

CAUTION !!!

You can manually edit citations, but if you change the citation style or click Refresh, *Mendeley* will warn you.



Screenshot 106 - Citation / Footnote Editing - 3

Keep Manual Edit keeps your changes. **Undo Manual Edit** removes them and restores the original formatting.

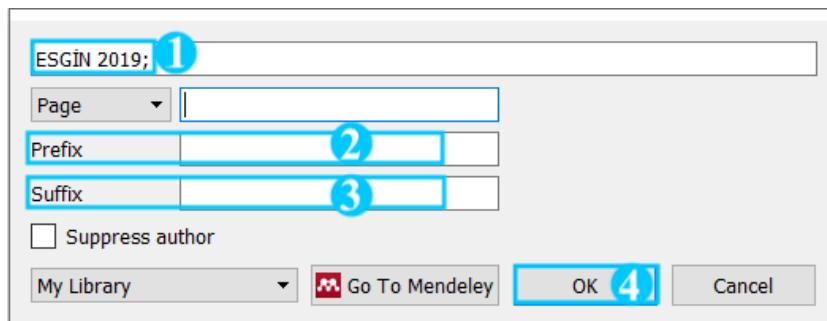
To avoid losing edits, pick the correct style early and limit manual changes.

1) Adding Prefix and Suffix

Use the Prefix and Suffix fields to add text before or after a citation.

Here are necessary **4** steps:

Steps **1, 2, 3, 4**-) Click the added reference **(1)**. Enter text in the **Prefix (2)** and **Suffix (3)** fields, then click **OK (4)**.



Screenshot 107 - Adding Prefix and Suffix to Citation

Note: The citation window appears during both Insert Citation and Edit Citation steps.

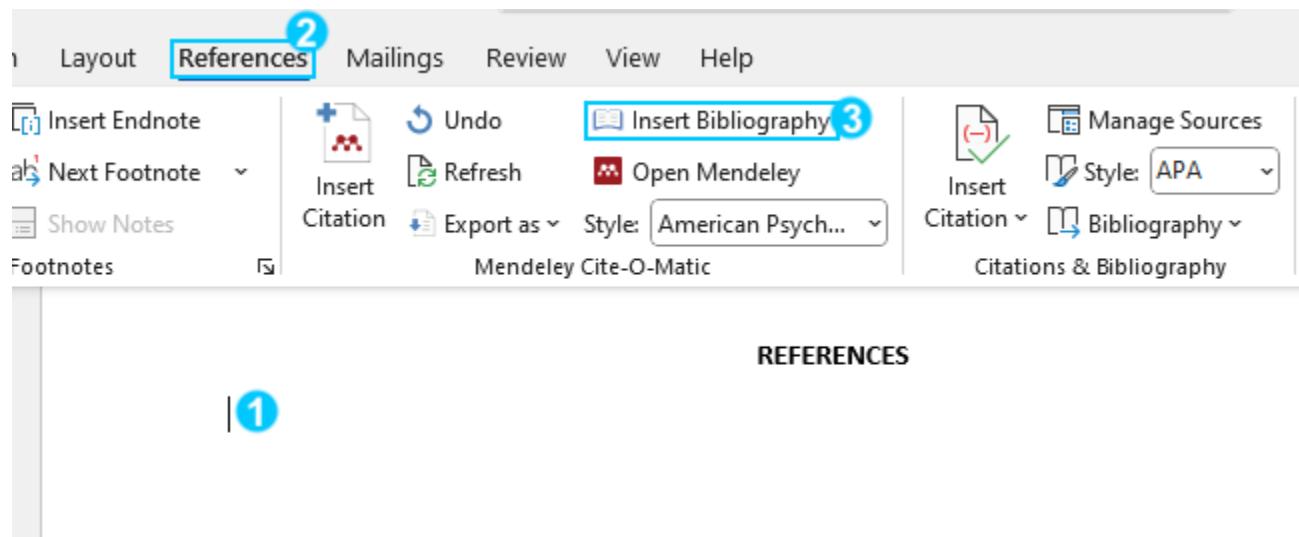
b) Creating and Editing Bibliography

i) Creating a Bibliography

Bibliographies aren't created automatically with citations—they must be added manually.

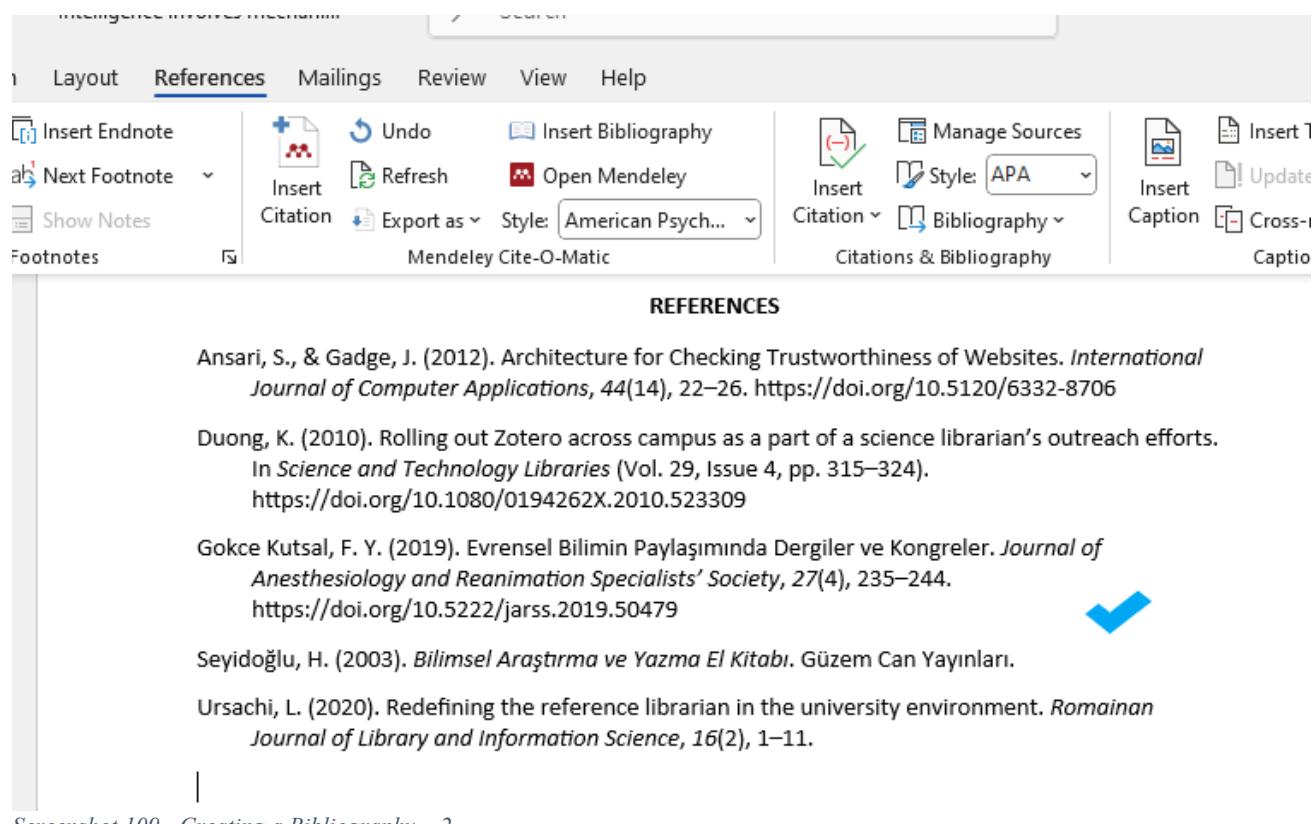
Here are necessary **3** steps:

Steps 1, 2, 3-) Place the cursor where you want the bibliography (1), then click References (2) > Insert Bibliography (3).



Screenshot 108 - Creating a Bibliography - 1

The bibliography will appear, formatted in the selected citation style (e.g., APA, Chicago).



Screenshot 109 - Creating a Bibliography – 2

ii) Bibliography Editing

You can automatically change the bibliography style anytime. See section “d) Choosing and Finding a Citation Style” for details.

Manual edits or notes can be added, but read the caution below:

CAUTION !!!

Manual changes to the bibliography are allowed, but they will be lost if you change the citation style or click Refresh in Word. The software will reformat everything based on the selected style.

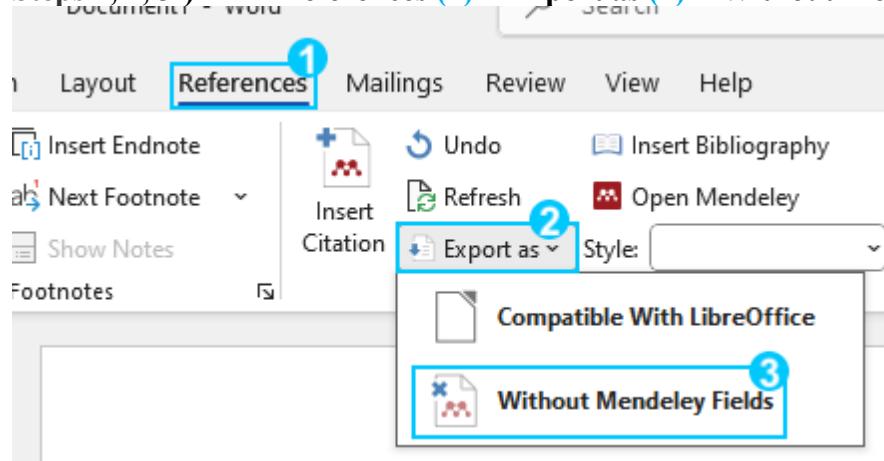
To avoid redoing edits, choose the correct style early and limit manual changes until the final stage.

c) Converting Citation and Bibliography Fields to Plain Text

Mendeley adds hidden code fields to citations and bibliographies. These can be removed if needed for submission or sharing.

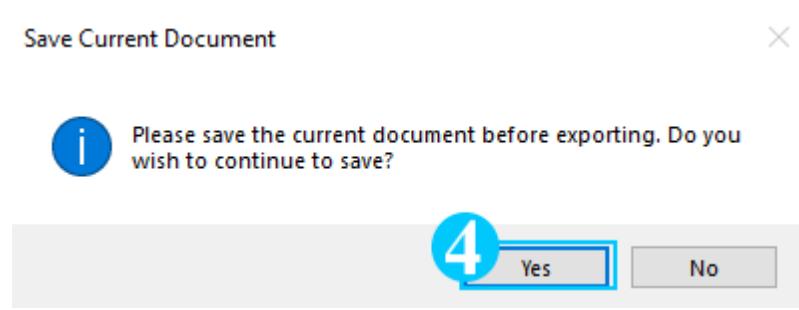
Here are necessary **6** steps:

Steps 1, 2, 3-) Click References (1) > Export as (2) > Without Mendeley Fields (3).



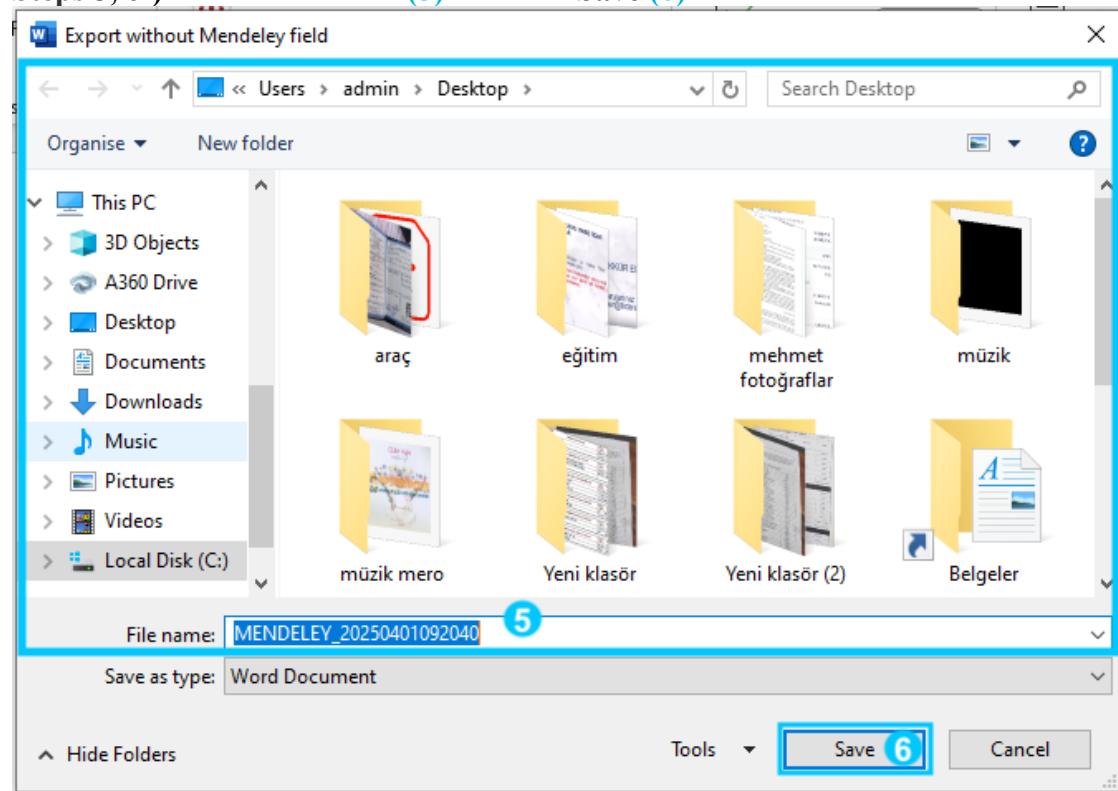
Screenshot 110 - Converting Citation and Bibliography Fields to Plain Text - 1

Step 4-) If prompted to save the document, click Yes (4).



Screenshot 111 - Converting Citation and Bibliography Fields to Plain Text - 2

Steps 5, 6-) Choose a location (5) and click Save (6).



Screenshot 112 - Converting Citation and Bibliography Fields to Plain Text - 3

The document is now saved without Mendeley fields.

d) Choosing, Finding and Editing Citation Styles

A citation style is the system file that formats citation and bibliography content (citationstyles.org, 2024a). It determines how reference details appear in citations and footnotes.

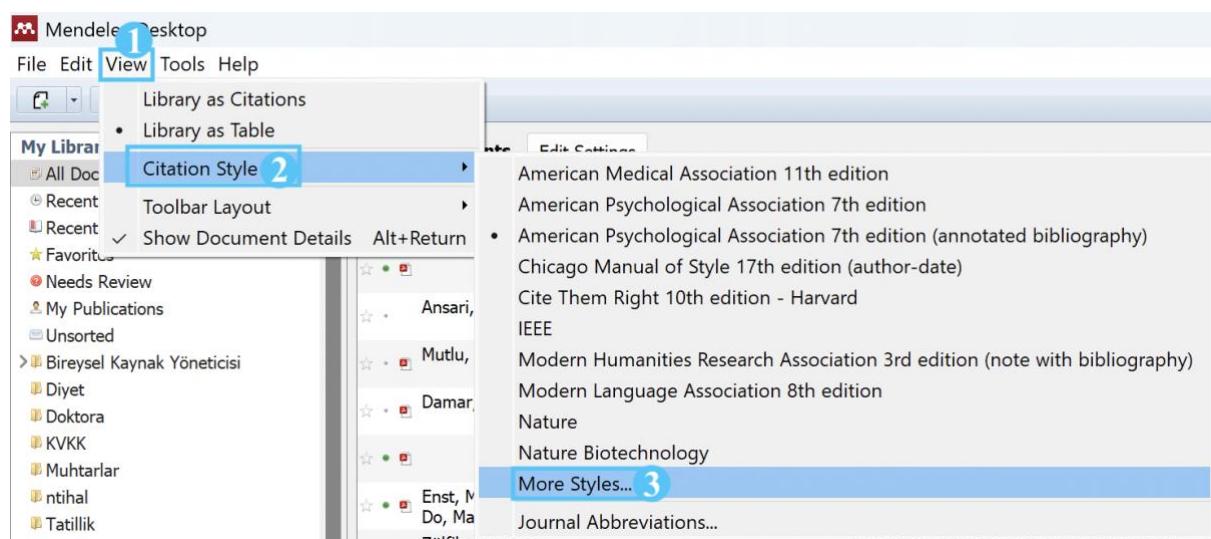
Selecting and Finding Citation Styles: This process is explained in two parts, Selecting Citation Styles Available in the Software and Finding Citation Styles Not Available in the Software.

i) Selecting Citation Styles Available in the Software

You can choose a built-in citation style or download a new one if it's not listed.

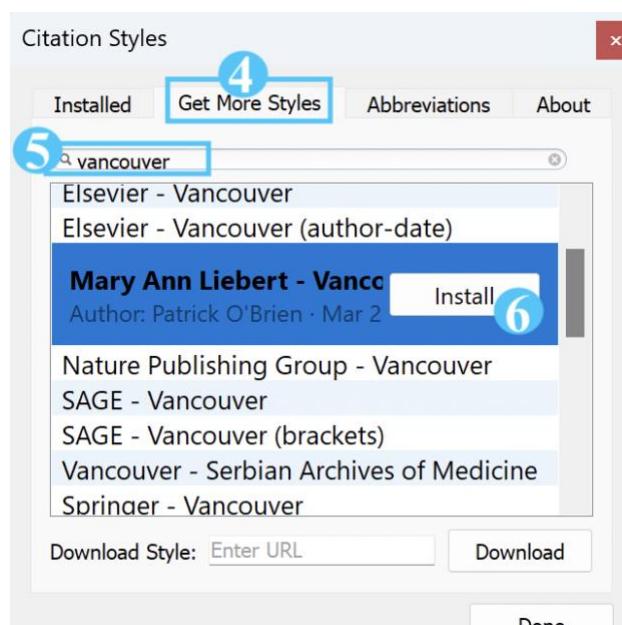
Here are necessary **13** steps:

Steps 1, 2, 3-) Click **View (1)** > **Citation Style (2)** and select a style. If not listed, click **More Styles... (3)**.



Screenshot 113 - Choosing Among Available Citation Styles in Mendeley Desktop - 1

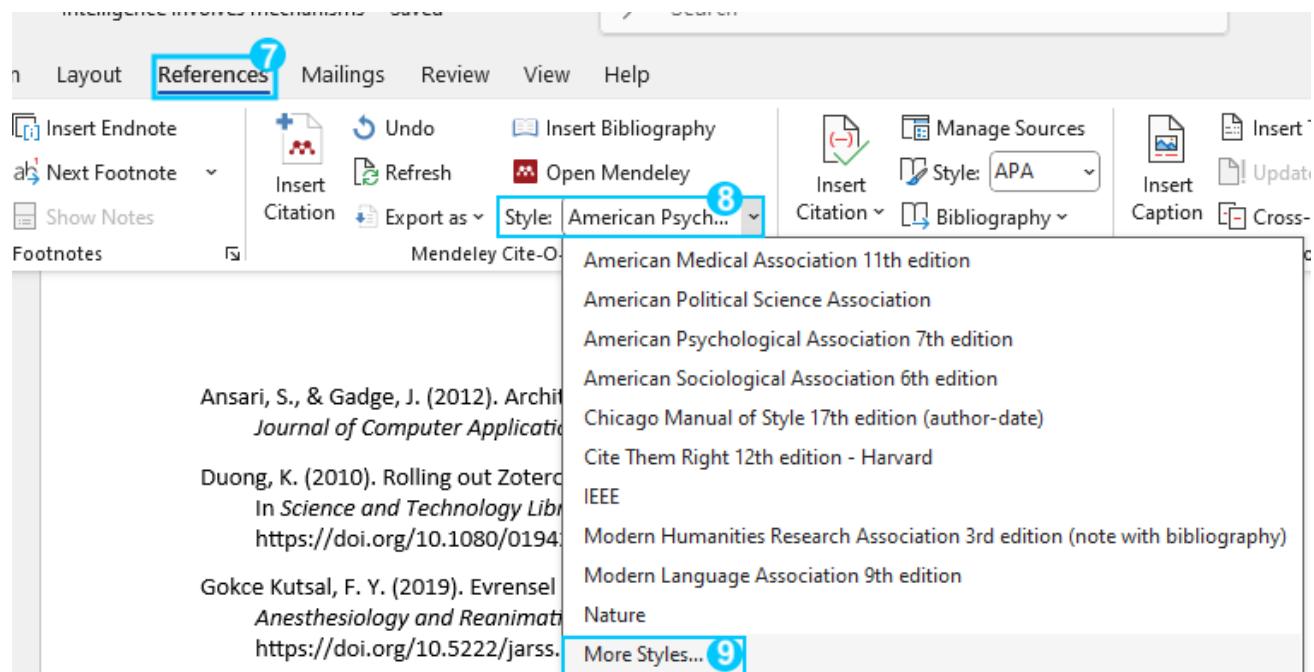
Steps 4, 5, 6-) Click on **Get More Styles (4)**, search for the style name **(5)**, and click **Install (6)**.



Screenshot 114 - Choosing Among Available Citation Styles in Mendeley Desktop - 2

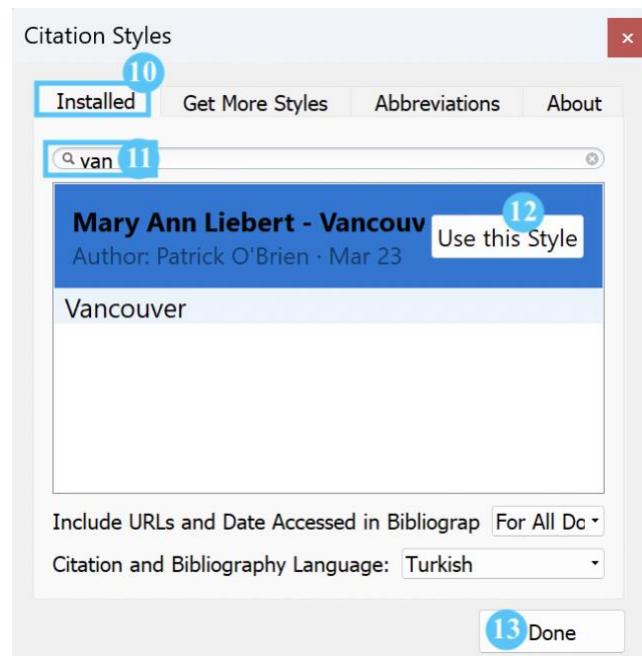
The style is now downloaded.

Steps 7, 8, 9-) In the MSWord, go to References (7) > Style (8) More Styles... (9).



Screenshot 115 - Choosing Among Available Citation Styles in Mendeley Desktop - 3

Steps 10, 11, 12, 13-) Under Installed (10), type the name of the newly installed style (11) click Use this Style (12) then click Done (13).



Screenshot 116 - Choosing Among Available Citation Styles in Mendeley Desktop - 4

Citation style selection, download, and setup are now complete. (mendeley.com, 2024c).

ii) Citation Style Finding Methods

1) Finding Citation Style by Name

Mendeley provides a citation style repository at csl.mendeley.com. You can search by style name or example citation to find the desired or closest match.

To find a citation style by name (6 steps):

Steps 1, 2, 3, 4, 5-) Go to csl.mendeley.com (1), click Search by name (2), enter the style name (3), click Search (4), then click Install (5) next to the desired result.



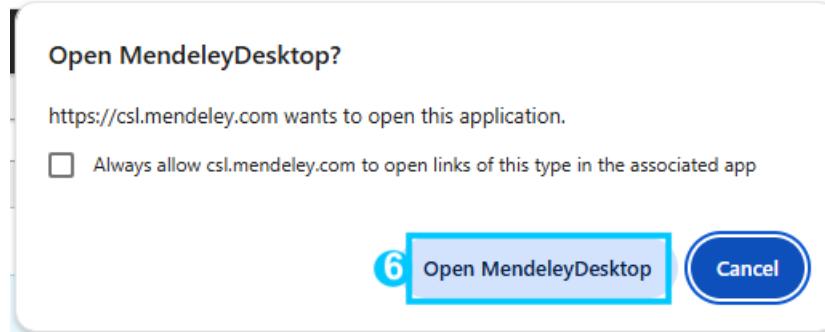
Displaying 1 results:

Borsa Istanbul Review (same as American Psychological Association 6th edition)
 INLINE CITATION (Campbell & Pedersen, 2007)
 BIBLIOGRAPHY Campbell, J. L., & Pedersen, O. K. (2007). The varieties of capitalism and hybrid success. *Comparative Political Studies*, 40(3), 307–332.
<https://doi.org/10.1177/0010414006286542>

[Edit](#) [View style](#)

Screenshot 117 - Finding Citation Style by Citation Style Name - 1

Steps 6-) Click on Open MendeleyDesktop to apply the style (6).



Screenshot 118 - Finding Citation Style by Citation Style Name - 2

After this stage, activate and use the citation style in *Mendeley Desktop* and MSWord by following the same steps in “[i\) Selecting Citation Styles Available in the Software](#)”.

2) Finding Citation Style by Example

At csl.mendeley.com you can also find citation styles by entering example citations.

To find a citation style by example (6 steps):

Steps 1, 2, 3, 4, 5-) Go to csl.mendeley.com (1). Click Search by example (2). Enter a sample citation format (3), click Search (4) and then click on Install (5) on the desired result.

1. Select an item below...

2. Change the in-text citation and bibliographic entry for this item.

IN-TEXT CITATION
(Campbell & Pedersen, 2007)

BIBLIOGRAPHIC ENTRY
Campbell, J. L., & Pedersen, O. K. (2007). The varieties of capitalism and hybrid success. <https://doi.org/10.1177/0010414006286542>

3. Click "Search", and we'll show you the closest matches.

Displaying 30 results:

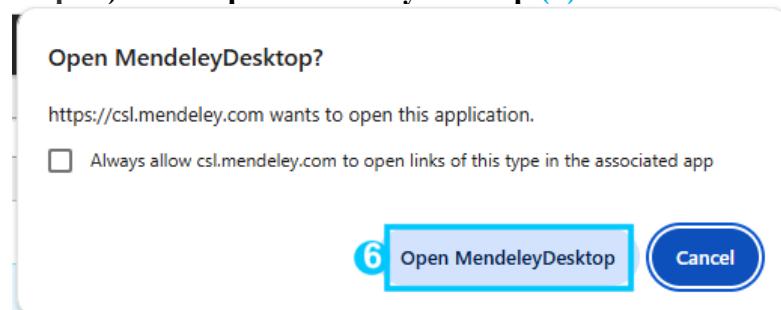
American Psychological Association 6th edition

INLINE CITATION (Campbell & Pedersen, 2007)
BIBLIOGRAPHY Campbell, J. L., & Pedersen, O. K. (2007). The varieties of capitalism and hybrid success. *Comparative Political Studies*, 40(3), 307–332. <https://doi.org/10.1177/0010414006286542>

4. Search
5. Install
6. Edit View style

Screenshot 119 - Finding Citation Style with Citation Style Example - 1

Step 6-) Click Open MendeleyDesktop (6).



Screenshot 120 - Finding Citation Style with Citation Style Example - 2

After this, activate the citation style using the same steps from “i) Selecting Citation Styles Available in the Software”.

iii) Editing the Citation Style File

Making changes to an existing citation style, instead of replacing it with a new one, is an advanced process that requires prior knowledge on how to do it. (zotero.org, 2024).

To modify a citation style (8 steps):

Step 1-) Find the citation style by using the steps in “1) Finding by Citation Style Name” or “2) Finding by Writing a Citation Style by Examples” (1).

Step 2-) Click **Edit (2)** next to the style. (Login to mendeley.com if prompted.) (mendeley.com, 2024a).

Screenshot 121 - Editing the Citation Style File - 1

or

Step 2-) On the citation style details page, click **Edit (2)** to open the style editor. (If you are not logged into [mendeley.com](#), you will be prompted to log in.) (mendeley.com, 2024a).

Screenshot 122 - Editing the Citation Style File - 2

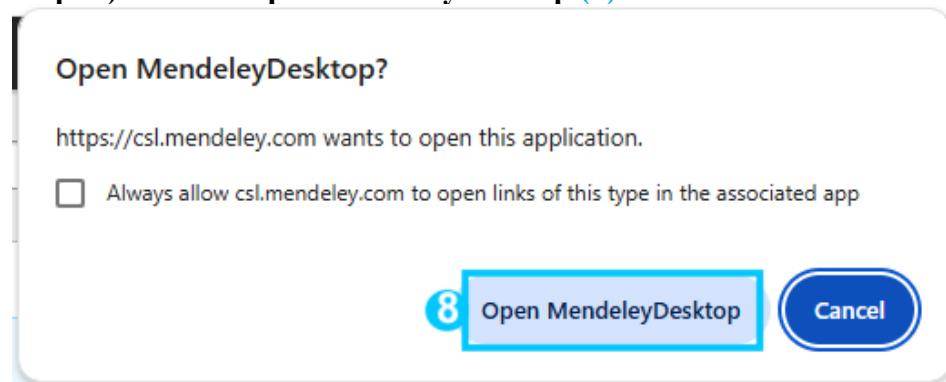
Steps 3, 4, 5-) Choose the section to edit (3), make changes here (4), and preview them (5).

Screenshot 123 - Editing the Citation Style File - 3

Steps 6, 7-) Click Style (6) and then Save Style (7) (mendeley.com, 2024f).

Screenshot 124 - Editing the Citation Style File - 4

Step 8-) Click on Open MendeleyDesktop (8).



Screenshot 125 - Editing the Citation Style File - 5

Now you can activate and use this edited style in *Mendeley Desktop* and MS Word by following the steps in “i) Selecting Citation Styles Available in the Software”. Alternatively, you can use the **Code Editor** to create or modify a citation style manually (citationstyles.org, 2024b).

```

1 <?xml version="1.0" encoding="utf-8"?>
2 <style xmlns="http://purl.org/net/xbiblio/csl" class="in-text" version="1.0" de
3   <info>
4     <title>American Psychological Association 7th edition - Metin ESGIN</title>
5     <title-short>APA</title-short>
6     <id>https://csl.mendeley.com/styles/467809421/apa-2</id>
7     <link href="http://www.zotero.org/styles/apa" rel="self"/>
8     <link href="http://www.zotero.org/styles/apa-6th-edition" rel="template"/>
9     <link href="https://apastyle.apa.org/style-grammar-guidelines/references/ex
10    <author>
11      <name>Brenton M. Wiernik</name>
12      <email>zotero@wiernik.org</email>
13    </author>
14    <contributor>

```

Screenshot 126 - Editing the Citation Style File - 6

If a suitable style is not found among the 10,000+ available on csl.mendeley.com you can:

- Create a style from scratch
- Or modify an existing one using:
 - csl.mendeley.com (created by *Mendeley*)
 - editor.citationstyles.org (joint venture)
 - www.zotero.org/styles (is maintained by volunteers led by George Mason University)

All three use CSL (Citation Style Language) and are compatible across multiple reference managers.

Creating a style from scratch is time-consuming. It's recommended to find a similar style and edit it instead. The section titled "iii) Editing the Citation Style File" briefly covers the basics of modifying a citation style file.

V. REFERENCE MANAGER TOOLS

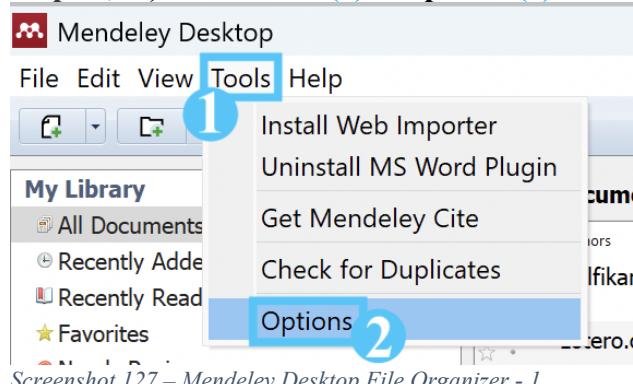
a) Automatically Name and Folder PDFs

i) Mendeley File Organizer

This feature renames and organizes PDF files from your *Mendeley Desktop* library into folders on your computer based on criteria like journal name, title, author, or publication year. For it to work correctly, the reference data in *Mendeley Desktop* must be accurate.

To use *File Organizer* (13 steps):

Steps 1, 2-) Click Tools (1) > Options (2).



Screenshot 127 – Mendeley Desktop File Organizer - 1

Steps 3, 4-) Go to the **File Organizer** (3) tab. Check the **Organise my files** (4). Click **Browse** (5) to select the folder on your computer where Mendeley will save and organize PDF files.

SORTING PDF FILES INTO FOLDERS

Steps 6, 7, 8-) To organize PDFs into folders based on specific criteria:

Check the **Sort files into subfolders** (6) box.

Drag any unused fields to the **Unused fields** (7) section.

Drag the desired sorting criteria to the **Folder path** (8) section in your preferred order.

Folders will be created based on these criteria, starting from the left, forming a nested folder structure.

NAMING PDF FILES

Steps 9, 10, 11, 12-) To rename PDFs:

Check the **Rename document files** (9) box.

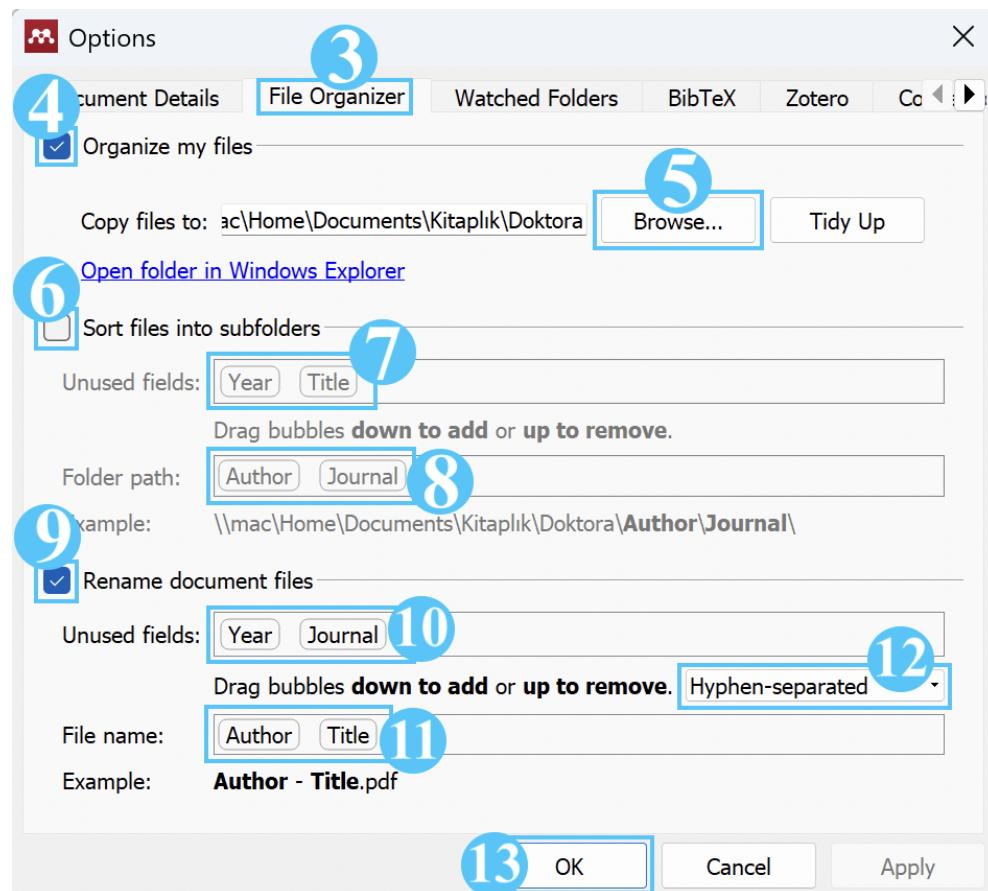
Drag unused fields to the **Unused fields** (10) section.

Drag the desired naming criteria to the **File name** (11) section in the preferred order.

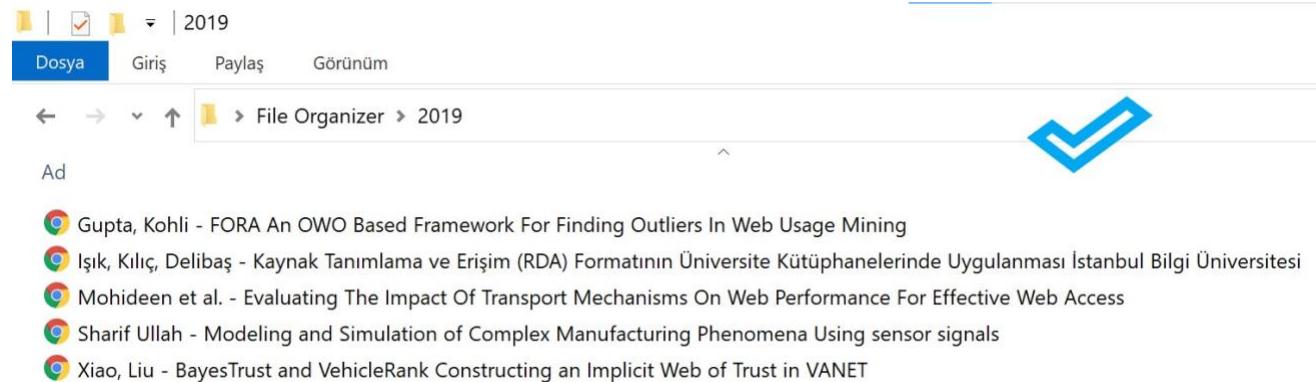
The order determines how the file name is structured from left to right.

Choose any character or symbol to include between the naming elements (12).

Step 13-) Click OK (13).



Screenshot 128 - Mendeley Desktop File Organizer - 2



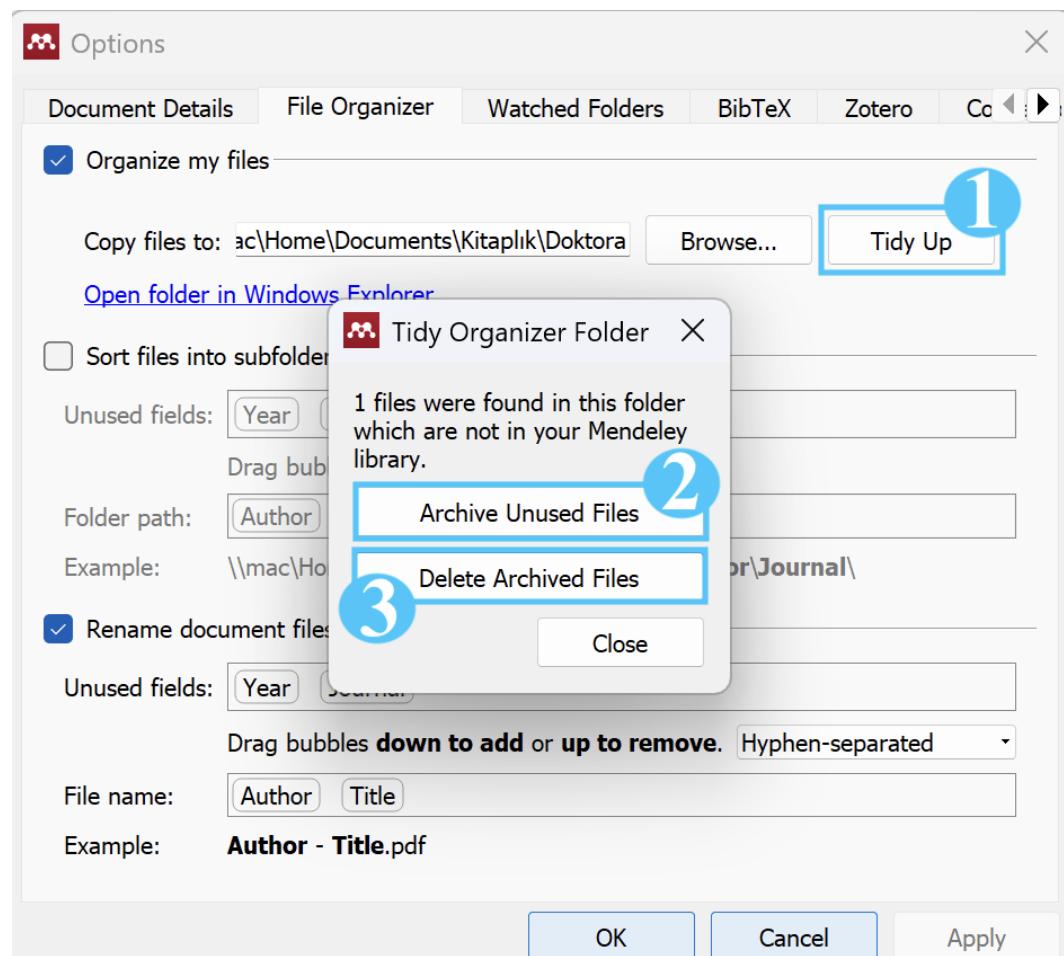
Screenshot 129 - Mendeley Desktop File Organizer - 3

PDF files will now be automatically renamed and sorted into folders based on your selected settings.

TIDY UP

Steps 1, 2-) Click **Tidy Up** (1) to see how many files exist in the *File Organizer* folder but are not listed in your *Mendeley* library. Use **Archive Unused Files** (2) to move these unlisted files to an Archive folder within the *File Organizer* folder. These are files deleted from *Mendeley Desktop* but still present on your computer.

Step 3-) Click **Delete Archive Files** (3) to permanently remove the archived files both from the Archive folder and your computer, as they are no longer part of your *Mendeley Desktop* library.



Screenshot 130 - Mendeley Desktop File Organizer - 4

b) Synchronize Mendeley Desktop with Local Folders

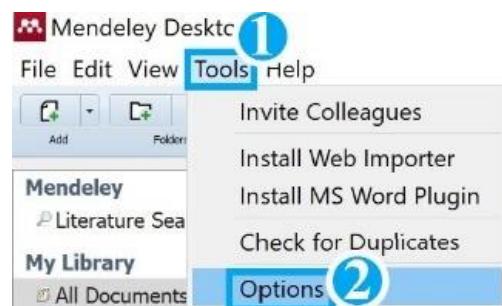
i) Mendeley Watched Folders

With the *Mendeley Watched Folders* function; PDF files placed in folders designated as *Watched Folders* on the computer are automatically added to the *Mendeley* library. The bibliographic data of the added file is automatically defined by *Mendeley Desktop*; however, the accuracy of the automatically defined bibliographic data must be checked.

This feature works like a cloud drive. When PDF files are added to *Watched Folders*, they're automatically imported into the *Mendeley* library. *Mendeley* tries to extract bibliographic data, but the imported details should be reviewed for accuracy.

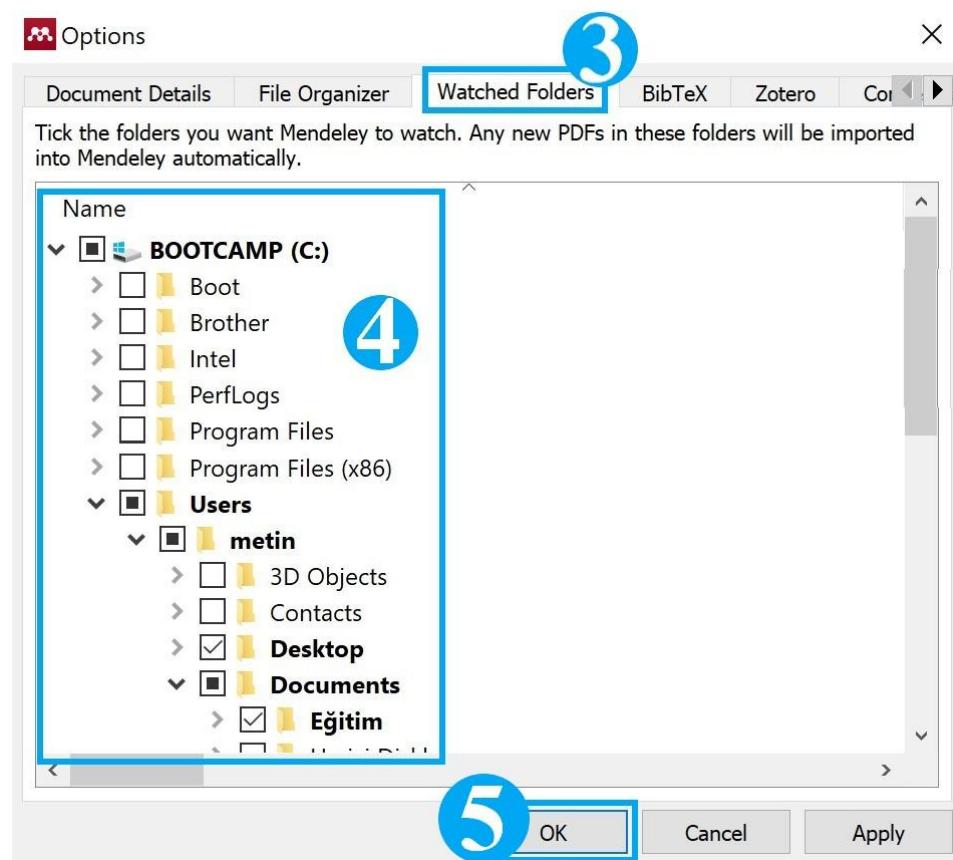
To activate *Watched Folders* (5 steps):

Steps 1, 2-) Click Tools (1) > Options (2).



Screenshot 131 - Mendeley Desktop Watched Folders - 1

Steps 3, 4, 5-) Select **Watched Folders** (3), choose the folder(s) you want Mendeley to monitor (4) then click **OK** (5).



Screenshot 132 - Mendeley Desktop Watched Folders - 2

Watched Folders is now active.

c) Software's Own Databases

i) Mendeley Web Catalogue

Mendeley offers a reference database called the *Mendeley Web Catalogue*, accessible at mendeley.com after logging in with your username and password (mendeley.com, 2020).

Welcome to Mendeley

Search for and add articles to your library

COVID-19

Try: COVID-19 | Bioenergy | Obesity | Intrinsic Motivation

Screenshot 133 - Mendeley Web Catalogue

ii) Mendeley Datasets

Datasets with research data are available through data.mendeley.com (mendeley.com, 2024e).

Create a Dataset

Mendeley Data

Share your research data

Find out more about our institutional offering, [Digital Commons Data](#)

Search the repository

Find research data

Advanced search

Recently published

Riverine Plastic Litter Dataset

Zhang, Cheng, Xu, Xiaohan, Xia, Yunfei
Published 11 October 2024 | Mendeley Data

A dataset of floating plastic litter in river was established, including five types of images: plastic bags, plastic bottles, plastic boxes, plastic cups, and cans. Originated in the Research Lab of Automation in Construction Engineering and Management (ACEM), Department of Civil Engineering, Xi'an Jiaotong-Liverpool University

Dataset

Export: APA | BibTeX | DataCite | RIS

Screenshot 134 - Mendeley Datasets



The Generalist Repository Ecosystem Initiative

Elsevier's Mendeley Data repository is a participating member of the National Institutes of Health (NIH) Office of Data Science Strategy (ODSS) GREI project. The GREI includes seven established generalist repositories funded by the NIH to work together to establish consistent metadata, develop use cases for data sharing, train and educate researchers on FAIR data and the importance of data sharing, and more.

[Find out more](#)

VI. FOR SYSTEM ADMINISTRATORS

Bibliography managers are generally user-friendly, but expert support may be required in some cases (Mendeley.com, 2024b). Below are essential checks for administrators assisting users with potential problems.

a) Check Points

i) Update Control

To ensure smooth performance of the bibliography management software and its plugins, regularly update the followings:

- Bibliography management software (*Mendeley* etc.)
- Operating System (Windows / MacOS etc.)
- Word processing software (MSWord / OpenOffice etc.)
- Internet browser (Chrome, Safari etc.)

ii) Citation Styles for Scientific Fields

Citation styles are often defined by journals, institutions, or publishers and can vary widely. Standard users may struggle to locate the exact required style. Offering guidance and support can help overcome this challenge. The instructions in this guide on finding and editing citation styles can assist in resolving these issues.

VII. SAMPLE BIBLIOGRAPHIES

Sample bibliographies for commonly referenced publication types—such as authored book, edited book chapter, scientific journal article, webpage, open educational resource, and x post—are provided below.

Authored Book : Levenson, H., Jinich, S., Vaz, A., & Rousmaniere, T. (2025). *Deliberate practice in emotionally focused couple therapy*. American Psychological Association. <https://doi.org/10.1037/0000436-000>

Edited Book Chapter : Zeleke, W. A., Hughes, T. L., & Drozda, N. (2020). Home–school collaboration to promote mind–body health. In C. Maykel & M. A. Bray (Eds.), *Promoting mind–body health in schools: Interventions for mental health professionals* (pp. 11–26). American Psychological Association. <https://doi.org/10.1037/0000157-002>

Scientific Journal Article : Edwards, A. A., Steacy, L. M., Siegelman, N., Rigobon, V. M., Kearns, D. M., Rueckl, J. G., & Compton, D. L. (2022). Unpacking the unique relationship between set for variability and word reading development: Examining word- and child-level predictors of performance. *Journal of Educational Psychology*, 114(6), 1242–1256. <https://doi.org/10.1037/edu0000696>

Open Educational Resource : Fagan, J. (2024, February 7). *Nursing clinical brain*. OER Commons. Retrieved April 8, 2025, from <https://www.oercommons.org/authoring/53029-nursing-clinical-brain/view>

Webpage : Taras, Z. (2024, May 30). *Situational irony can be funny, tragic or even terrifying*. howstuffworks. <https://entertainment.howstuffworks.com/arts/literature/situational-irony.htm>

X Post : Obama, B. [@BarackObama]. (2024, May 17). *Today marks 70 years since the Supreme Court handed down its landmark decision in Brown v. Board of Education, outlawing [Post]*. X. <https://x.com/BarackObama/status/1791540592238874953> (Giuliano, 2024).

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www.citehub.net



(citehub).¹

Reference Managers & Citation Styles

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